

CITY COUNCIL AGENDA

1. Call To Order

2. Roll Call

3. Meditation And Pledge Of Allegiance To The Flag

4. Consent Agenda - Approval Of Staff Recommendations

*(Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)*

5. Approval Of Agenda And Additions

6. Presentations

7. Petitions And Requests

(Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules)

8. Minutes Of Council Meetings

o. Statement For The Record (Correction) – Executive Session Of December 22, 2014

The Statement for the Record for the Executive Session on December 22, 2014, (read in to the minutes of the January 12, 2015, meeting) indicated that Council had taken “No Actions” at the meeting. However, there was an Action taken. The following motion is required to correct this error:

I move that the minutes of tonight's meeting reflect that the Statement for the Record for the Executive Session held on Monday, December 22, 2014, and read into the minutes of the January 12, 2015, meeting, indicate the following:

Action Taken: Council referred a complaint regarding a personnel matter to the City Manager.

Vote on Action:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens		X		
Mr. Roberts	X			
Mayor Jordan	X			

Documents: [STATEMENT 12-22-14.PDF](#)

o. * Minutes, 11-24-14 (DRAFT)

Documents: [MINUTES, 11-24-14 \(DRAFT\).PDF](#)

o. Statement For The Record – Executive Session Of January 14, 2015

The following motion is needed:

I move that the minutes of tonight's meeting reflect that Council met in executive session on Wednesday, January 14, 2015, at 8:05 p.m. in Room 201 of the Community Center. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(14) of the *Annotated Code of Public General Laws of Maryland*, to discuss the Award of Contract for Theater Operation.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Jordan	X			

The following staff members were in attendance: Michael McLaughlin, City Manager; David Moran, Assistant City Manager; Karen Ruff, Associate of the City Solicitor; and Beverly Palau, Public Information and Communications Coordinator.

Other individuals in attendance: None

Council took no actions during this session. (CM)

Documents: [STATEMENT FOR RECORD.PDF](#)

- o. Minutes, Work Session, 01-14-15 (DRAFT)

Documents: [WS150114.PDF](#)

9. Administrative Reports

10. *Committee Reports

- o. * Advisory Committee On Education, Report #2015-2 (Grant Program – 2014 Final Reports
It is recommended that Council accept this report. No further action is recommended. (CM)

Documents: [ACE REPORT 2015-2 \(PART 1\).PDF](#), [ACE REPORT 2015-2 \(PART 2\).PDF](#)

11. Participation In Bladensburg Municipal Collaboration To Provide Energy Efficiency Upgrades For Low To Moderate Homeowners

Reference: Information Sheet
Affidavit of Income
Consent Form

The Town of Bladensburg is coordinating a weatherization and energy efficiency upgrade program for low to moderate income homeowners called the Prince George's County Municipal Collaboration. The program is funded through the Maryland Energy Administration (MEA) EmPOWER and Department of Housing & Community Development (DHCD) Community Legacy grants. Continuation of this program is subject to State funding approval. The City of Bowie and the Town of Riverdale Park, along with other County municipalities, are participating in the program.

Eligible homeowners complete an application/affidavit of income and sign a consent form and submit both to the Town of Bladensburg. If they are found to meet the income and grant qualifications, Bladensburg notifies Edge Energy in Beltsville to conduct the energy audit. Any needed improvements such as added insulation, air sealing, new hot water heater or refrigerator, HVAC adjustments, etc. are identified and are sent to MEA for approval. All new appliances must be Energy Star certified.

If the recommendations are approved by MEA, Edge Energy performs the improvements. Bladensburg then arranges for payment to the vendor and coordinates reimbursement from MEA and DHCD as appropriate. Bladensburg's administrative costs are funded by the grants.

Bladensburg Police Lieutenant James Flynn will be present to answer any questions about the program. There is no cost to the City or the homeowner to participate in this program. If Greenbelt decides to participate in this program, the City would promote the program here in Greenbelt via the News Review, City website, cable television channels and other appropriate mechanisms.

It is recommended that Council approve the City's participation in the Prince George's Municipal Collaboration. (DEM)

Documents: [11 - INFORMATION SHEET.PDF](#), [11- AFFIDAVIT OF INCOME.PDF](#), [11 - CONSENT FORM.PDF](#)

12. Liquor License Application – East Pearl

Reference: Notice, Board of License Commissioner

The City has received notice of a new application for a Class B (BLX), Beer, Wine and Liquor License for the use of Goodies Food, LLC, t/a East Pearl, 7701 Greenbelt Road #101. The application is scheduled for the January 27, 2015, meeting of the Board of License Commissioners (Liquor Control Board).

The City can support, oppose or take no position on this application. Wenting Jiang, President/Manager Member of Goodies Food, LLC, and her attorney, Eugene Mark Jr., will be present at tonight's meeting.

Council direction is sought. (CM)

Documents: [12 - NOTICE.PDF](#)

13. Advisory Committee On Education, Report #2015-1 (Grant Proposals – 2015)

Reference: Report #2015-1

The FY 2015 Budget includes \$9,500 for the Advisory Committee on Education (ACE) Grants to Educators program. ACE solicited grant proposals for up to \$500 each from the seven ACE core schools: Greenbelt Elementary (GES), Springhill Lake Elementary (SHLES), Magnolia Elementary (MES), Robert Goddard French Immersion School (RGFIS), Turning Point Academy (TPA), Greenbelt Middle School (GMS) and Eleanor Roosevelt High School (ERHS). ACE received a total of 33 proposals from six schools for a total request of \$15,992. ACE did not receive any proposals from GMS, but did receive its first proposal from TPA.

After review of the proposals, ACE has recommended the following 20 grant proposals totaling \$9,634 be submitted to Council for funding approval.

School	Title	Request	Recommend
TPA	Growing Your Garden Along with Growing Your Child	\$ 500.00	\$ 500.00
SHLES	Bike Safety Items	\$ 500.00	\$ -
SHLES	Bike Safety Program	\$ 500.00	\$ -
SHLES	Bilingual Books Bonanza	\$ 500.00	\$ 500.00
SHLES	Patuxent Research Refuge Trip	\$ 500.00	\$ 500.00
RGFIS	Prix Filant	\$ 464.51	\$ -
RGFIS	Art for the Environment	\$ 500.00	\$ 500.00
RGFIS	Beanbags, Bears and Books	\$ 457.97	\$ 457.97
RGFIS	Green City Challenge - Lego Robotics	\$ 500.00	\$ 500.00
ERHS	9th Grade Academy	\$ 500.00	\$ 500.00
ERHS	Colored smoke effect for "Aladdin and the Jinn"	\$ 410.00	\$ 410.00
ERHS	AP Capstone Program - Human Geography Technology	\$ 499.00	\$ -
ERHS	9th Grade Academy Parent Nights	\$ 500.00	\$ 500.00
ERHS	ERHS Journalism Print Edition of The Raider student newspaper	\$ 500.00	\$ 500.00
ERHS	Victory Garden	\$ 500.00	\$ 500.00
MES	Magnolia's Outdoor Hands-On Classroom	\$ 500.00	\$ 500.00
MES	Healthy School Initiative	\$ 495.83	\$ -
MES	The Hollow Stump Performance	\$ 486.00	\$ 486.00
MES	Technology	\$ 500.00	\$ -
MES	Cultural Performing Arts School Assembly	\$ 500.00	\$ 500.00
MES	Creating Quality Small Group Centers with iPad	\$ 498.00	\$ -
MES	Phonics Blitz	\$ 498.00	\$ 498.00
GES	Read Alouds in Classroom Centers	\$ 500.00	\$ 500.00
GES	Positive Behavior Intervention Program (PBIS)	\$ 400.00	\$ -
GES	Boggle/Scrabble Tournament Fundraiser	\$ 500.00	\$ -
GES	Literacy Day May 2015 Culminating Event	\$ 500.00	\$ -
GES	Books! The Magic is Real	\$ 500.00	\$ 500.00
GES	Compost Tumbler	\$ 500.00	\$ -
GES	SMART Boards for Music Initiative	\$ 500.00	\$ -
GES	Supplies for the Art Program of GES	\$ 500.00	\$ 500.00
GES	I-Ready	\$ 500.00	\$ -
GES	Chess Club Games	\$ 282.79	\$ 282.79
GES	Class set of ukuleles	\$ 500.00	\$ 500.00
	Totals	\$ 15,992.10	\$ 9,634.76

Total Distribution by School:

School	Proposals Submitted	Proposals Recommended	Amount Recommended
TPA	1	1	\$ 500.00
SHLES	4	2	\$ 1,000.00
RGFIS	4	3	\$ 1,457.97
ERHS	6	5	\$ 2,410.00
MES	7	4	\$ 1,984.00
GES	11	5	\$ 2,282.79
GMS	0	0	\$ ----
Total	33	20	\$ 9,634.76

ACE proposes to redirect \$134.76 into the grants program from other funds within the ACE budget. These funds, together with the \$9,500 budgeted to the ACE Grants Program, will fund the \$9,634.76.

Susan Breon, ACE Chair, will be present to answer any questions.

Council approval of ACE's recommendation for distribution of the 2015 grant awards in the amount of \$9,634.76 is suggested. (CM)

Documents: [ACE REPORT 15-01.PDF](#)

14. Award Of Contract – Greenbelt Theater Operation

Reference: Memorandum, Michael McLaughlin, 1/9/15
Proposer Responses to City Questions (#2)
Request for Proposals, 10/23/14

[Council may wish to bring the original proposals and the first set of answers provided at the Public Hearing.]

The City issued a Request for Proposal (RFP) letter on October 23, 2014, for the operation of Greenbelt Theater. The RFP was sent directly to 15 parties with interest/involvement in the movie theater business, was advertised in the Greenbelt News Review on October 30, 2014, and was posted on the City website. A pre-proposal conference and tour of the theater was held on November 20, 2014, and the responses were due on December 2, 2014.

The City received responses to the RFP from P & G Theaters, Greenbelt Cinema and Friends of Greenbelt Theater. The responses were posted on the City's website. Council held a work session on December 15, 2014, and each respondent provided a presentation. Following this work session, the City asked each respondent to answer a series of additional questions.

A Public Hearing was held on January 7, 2015, to allow for public comments on the three responses, along with the answers to the questions posed by Council after the December 15, 2014, work session. Council asked each respondent additional questions following the public hearing and their responses are included in Council's packet.

If Council approves selection of an operator for Greenbelt Theater this evening, it is recommended that staff be given direction to negotiate a contract with the operator. This contract and a Resolution for Negotiated Purchase would be brought back to Council at a February meeting for approval.

Council direction is sought. (DEM)

Documents: [14 - MEMORANDUM.PDF](#), [14 - PROPOSER RESPONSES.PDF](#), [14 - RFP.PDF](#)

15. Council Reports

16. * Reappointments To Advisory Groups

The following individuals have indicated their willingness to continue to serve on City Advisory Boards and Committees:

Don Rich, Advisory Committee on Education

Keith Chernikoff, Advisory Planning Board

Jeff Lemieux, Advisory Planning Board

Jean Cook, Board of Elections

Judith Ott, Board of Elections

Matthew Inzeo, Public Safety Advisory Committee

Paula Luddy, Senior Citizens Advisory Committee

David West, Senior Citizens Advisory Committee

Approval of this item on the consent agenda will indicate Council's intent to appoint them to new terms. (CM)

17. Meetings

2015 Meeting Schedule: At the work session on January 21, Council reviewed its 2015 meeting schedule. The following changes to the 2015 meeting calendar were suggested:

- No work session on Monday, April 6th (Easter Monday)
- Reschedule Monday, September 14th Regular Meeting to Tuesday, September 15th (Rosh Hashanah)
- Reschedule October Regular Meetings of October 12th and October 26th to October 5th and October 19th (MML Fall Conference October 25th – 28th)

A motion is required to approve this schedule change.

MEETINGS:

Regular Meeting	Mon.	1/26	8:00 pm
Work Session – City Manager Update	Wed.	1/28	8:00 pm
Four Cities Meeting (College Park)	Thurs.	1/29	7:30 pm
Work Session – Prince George's County State's Attorney (tentative)	Mon.	2/02	8:00 pm
Work Session – Robert Goddard French Immersion School (CC) (tentative)	Wed.	2/04	8:00 pm
Regular Meeting	Mon.	2/09	8:00 pm
Work Session – Advisory Board Chairs (CC)	Wed.	2/11	8:00 pm
No Meeting – City Holiday (Presidents' Day)	Mon.	2/16	8:00 pm
Work Session – Youth Sports (CC)	Wed.	2/18	8:00 pm
Regular Meeting	Mon.	2/23	8:00 pm
Work Session – Briefing on Pedestrian/Bicycle Trail from Greenbelt Station/Update on South Core	Wed.	2/25	8:00 pm

ApartmentsTBA (CC) (<i>Tenative</i>)
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Ready to be scheduled:

WSSC (stakeholder)

Business Coffee

Rental Apartments (stakeholder)

Forest Preserve/Community Gardens

Comcast/Verizon

Hotels

Clergy

NASA/GSFC

University of Maryland

For later scheduling:

Zoning Enforcement

Parkway Apartment Owners/GHI (parking)

Northway Fields Master Plan

City Manager Updates (Jan, Pre-budget; June, & Sept/Oct)

Cemetery Plans

Meeting with County on Transportation Plan

Information Technology Dept.

Roosevelt Center Owner

Documents: [MEETINGS - MEMORANDUM.PDF](#)

18. Other Reports

Councilmembers will present reports on meetings and conferences recently attended. (CM)

**STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 12-22-14 Time: 8:04 pm Location: Council Room
Municipal Bldg

Motion to close session by: J Davis Seconded by: Lets Mach

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	<input checked="" type="checkbox"/>			
Mr. Herling	<input checked="" type="checkbox"/>			
Ms. Mach	<input checked="" type="checkbox"/>			
Ms. Pope	<input checked="" type="checkbox"/>			
Mr. Putens	<input checked="" type="checkbox"/>			
Mr. Roberts	<input checked="" type="checkbox"/>			
Mayor Jordan	<input checked="" type="checkbox"/>			

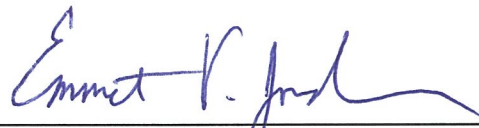
**Statutory Authority to Close Session
State Government Article §10-508(a):**

- (1) ☒ To discuss:
- (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - (ii) Any other personnel matter that affects one or more specific individuals.
- (2) ☐ To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) ☐ To consider the investment of public funds.
- (6) ☐ To consider the marketing of public securities.
- (7) ☐ To consult with counsel to obtain legal advice.

- (8) [] To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9) [] To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) [] To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination.
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) [] Before a contract is awarded or bids or opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Topics to be discussed:

Personnel matters



Emmett V. Jordan (Signature of Presiding Officer)

TO BE COMPLETED FOLLOWING THE CLOSED SESSION

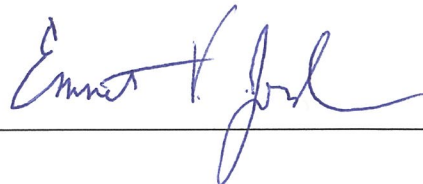
OFFICIALS PRESENT: [☒] DAVIS; [☒] JORDAN; [☒] HERLING; [☒] MACH; [☒] POPE;
[☒] PUTENS; [☒] ROBERTS

STAFF/OTHERS PRESENT: Michael McLaughlin, City Manager:
David Moran, Assistant City Manager: John Shay, City Solicitor.

TOPICS DISCUSSED: Personnel Matters

ACTIONS TAKEN: ~~None~~ Referral of complaint letter regarding
personnel matter to the City Manager. Approved 6-1. (Putens)

SIGNATURE OF PRESIDING OFFICER: _____



REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, November 24, 2014.

Mayor Jordan called the meeting to order at 8:03 p.m.

ROLL CALL was answered by Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

ALSO PRESENT were Michael McLaughlin, City Manager; David Moran, Assistant City Manager; John Shay, City Solicitor; and Cindy Murray, City Clerk.

Mayor Jordan asked for a moment of silence in memory of residents Pauline Ellers, Lillian O'Brien, Douglas Sturm and Jack Owens and former resident Helen J. Ritter Hindt. He then led the pledge of allegiance to the flag.

APPROVAL OF CONSENT AGENDA: It was moved by Mr. Putens and seconded by Ms. Mach that the consent agenda be approved. The motion passed 7-0.

Council thereby took the following actions:

Minutes

Work Session, September 30, 2013
Work Session, October 29, 2014
Notes Four Cities Meeting, October 30, 2014
Regular Meeting, November 10, 2014

Approved as presented.

Letter to County – Transportation Priorities: Council approved sending a letter to County Council Chair Franklin noting its support of the County's Transportation Priorities as long as the "MD 193 University Boulevard" project remains no lower than second on the Project Planning Start list.

Removal from Advisory Board: Council removed Abdul Turay as a member of the Park and Recreation Advisory Board.

Employee Special Holiday: Council approved Friday, December 26, 2014, as a special holiday to employees.

APPROVAL OF AGENDA: Mayor Jordan requested "Small Business Saturday Proclamation" be added to the agenda under Presentations and Mr. Roberts requested "Referral for Ethics Review" be added to the agenda as Item #23. With these two additions, it was moved by Mr. Putens and seconded by Ms. Pope that the agenda be approved. The motion passed 7-0.

PRESENTATIONS:

Small Business Saturday Proclamation: Mayor Jordan read a proclamation declaring Saturday, November 29, 2014, as Small Business Saturday and encouraged residents to

support local businesses by buying locally on this day and throughout the year. He recognized Gwen Vaccaro, Greenbelt Community Development Corporation, and Cindy Comproni, Roosevelt Center Merchants Association/Greenbelt Federal Credit Union, who were in attendance and presented each with a copy of the proclamation.

Ms. Vaccaro thanked Council for recognizing the important role small businesses play in the community.

Ms. Davis, Mr. Herling and Ms. Mach commented on the Marketplace Fairness Act, proposed legislation pending in the Congress that will allow states to require online and other out-of-state retailers to collect sales and use tax. Ms. Mach commented that this isn't a new tax but a tax that hasn't been implemented properly for many years.

Recycle Right Awards: Mayor Jordan announced that November 15 was America Recycles Day. Luisa Robles, the City's Sustainability Coordinator, explained the Recycle Right Awards program and identified the winners. Each winner received new blue recycling bins identifying them as contest winners, as well as prizes awarded by the Metropolitan Washington Council of Governments, Mom's Organic Market, and College Park REI.

The winners were:

Matt and Chris Beckley	122 Northway	Monday City Route
Nathan Caudill	58-H Ridge Road	Tuesday City Route
Jessie Britton	6-C Crescent Road	Wednesday City Route
Dorian Winterfeld and Amethyst Dwyer	36-J Ridge Road	Thursday City Route
Jeffrey and Beth Didion	7853 Emilys Way	Contractual Route

PETITIONS AND REQUESTS:

Brian Almquist, 112 Hedgewood Drive, read a petition to Deny City's Request to Rewrite the Forest Preserve. (A copy of the petition is attached to the minutes.)

Ms. Davis read a petition submitted by Pat McAndrew, 7500 Greenway Center Drive and 115 Periwinkle Court, requesting to amend his petition submitted at the October 27, 2014, meeting to include funding step increases for all classified employees. She noted that Mr. McAndrew was unable to attend the meeting due to scheduling issues. (A copy of the petition is attached to the minutes.)

MINUTES OF COUNCIL MEETINGS: None

ADMINISTRATIVE REPORTS:

Mr. McLaughlin announced the City's annual Festival of Lights will begin on December 5th with the lighting of the Holiday Tree. He added that the Greenbelt East Tree Lighting is scheduled for December 7th.

Ms. Davis asked the status of the assessment of the five rooms available at the old Greenbelt Middle

School. Mr. McLaughlin said Gardiner and Gardiner had submitted a cost proposal on Friday and it is being reviewed this week by staff. He said CARES and Planning & Code Enforcement staff are also evaluating the rooms to determine if they have any use for them. Mr. McLaughlin said once complete, the information will be provided to Council.

In response to a question from Mayor Jordan, Mr. McLaughlin provided an update on the renovation work at Greenbelt Theater. He said a construction progress meeting is scheduled for next week. Ms. Davis requested a project status report be provided bi-weekly.

Ms. Pope asked the status of the Safe Routes to School project on Springhill Drive. Mr. McLaughlin said the islands and crosswalks are complete but the electric work for the flashing signage has not yet been done. He said he would check on the timeline of the electric work.

COMMITTEE REPORTS: None

LEGISLATION

A Resolution to Authorize the Negotiated Purchase of Installation of Kalwall Roof System over the Indoor Pool Area at the Greenbelt Aquatic and Fitness Center from Structures Unlimited, Inc. at a Cost not to Exceed \$570,000

Mayor Jordan read the agenda comments.

Ms. Mach introduced the resolution for first reading.

Mr. Roberts asked if the new roof system would be retractable. Mr. McLaughlin said yes. Mr. Roberts asked how often the roof was actually opened. Mr. McLaughlin said the roof is opened to move air in the facility but he would check with staff to determine how often that is done.

Mr. Roberts noted his opposition to the use of Program Open Space (POS) funds for this type of project and said he would not support the resolution.

Petition for a Policy on Reporting Crime and Special Procedures for Child Pornography: Mayor Jordan read the agenda comments.

Mayor Jordan noted that Council reviewed the petition from John Abell for a policy on reporting crime and special procedures for child pornography at its work session on June 16, 2014. He explained that based on discussion at the work session, Council had directed staff to: 1) Review the Police Department Policy on the Release of Information; 2) Research a Training Program offered by the Darkness to Light Organization; and 3) Develop a City Policy on Handling a Situation where a City Employee is Accused/Found guilty of Child Sexual Abuse.

Captain Tom Kemp said the Police Department had reviewed its policy on the release of information regarding child pornography related offenses. He said a proposed modification has been proposed to their policy (general order) to include in the Police Blotter/Weekly Crime Report details of the arrest of any suspects involved in child pornography related offenses in cases where specified established criteria are met regarding no harm coming to specific victims or witnesses, or the investigation not being compromised.

Mr. McLaughlin explained that Dr. Park, Director of Greenbelt CARES, had researched available training programs and was impressed with the program offered by the Darkness to Light organization that “raises awareness of the prevalence and consequences of child sexual abuse by educating adults to prevent, recognize and react responsibly to the reality of child sexual abuse.” He said Dr. Park has recommended the City host/fund an initial training program provided by the Darkness to Light organization to CARES staff and up to 25 persons as an initial effort.

Ms. Mach asked if individuals would have to pay to attend the training. Mr. McLaughlin said it was recommended the City cover the cost of the initial training. If enough interest is expressed in a second training session, the cost can be reviewed at that time.

Ms. Pope suggested the initial training be provided to CARES staff, all department heads and supervisors and up to 25 persons. Mr. Herling said he supported Ms. Pope’s suggestion. Mr. Putens said all staff members should be included in the initial training, then a second training (and third if necessary) be offered for other individuals.

Mr. McLaughlin advised that current City policy allows for the dismissal or suspension of an employee convicted of “a felony or any offense involving moral turpitude” which provides sufficient authority and direction to act in a case where an employee is accused or convicted of child pornography or sexual abuse. He reviewed a modified City policy specific to cases where an employee is accused or convicted of child pornography or sexual abuse.

Ms. Mach asked if employees suspended from their positions are paid. Mr. McLaughlin said yes, in typical circumstances. Mr. Roberts expressed concern that the judicial process can take an extended period of time. Capt. Kemp agreed that investigations can often be a lengthy process.

Ms. Pope recommended the proposed modified policy specific to cases of child pornography or sexual abuse be adopted.

John Abell said he was very pleased with the proposal under consideration. He commented that training needs may need updating in the future. Mr. Abell also said he had spoken to a Maryland State Police (MSP) representative who advised that the MSP will provide training on crimes against children to Greenbelt police officers and the MSP said they would welcome participation of a Greenbelt police officer on their Crimes Against Children Task Force. He suggested the City arrange for this training.

Bill Orleans, Greenbelt, asked and was provided answers to several questions.

Ms. Davis moved that Council approve the following actions:

- 1) Proposed modification to Police Department policy (general order) to include details of the arrest of any suspects involved in child pornography related offenses in the Police Blotter/Weekly Crime Report in cases where specified established criteria are met regarding no harm coming to specific victims or witnesses, or the investigation not being compromised.
- 2) Host/fund initial training programs provided by the Darkness to Light organization to CARES staff, all department heads and supervisors and up to 25 persons as an initial effort and review other training options such as MSP training.
- 3) Proposed City policy specific to cases where an employee is accused or convicted of child pornography or sexual abuse.

Ms. Pope seconded.

It was noted that the Police Department provides names of individuals arrested in their weekly police report but the *News Review* edits out the names prior to publication. Mr. Roberts asked if the City could pay the *News Review* to include the names.

Sue Stern, 5-K Gardenway, spoke in support of Council's actions on this item. She suggested that the Police Department receive training from the MSP Crimes Against Children Unit.

Laura Kressler, Chair of the Public Safety Advisory Committee, spoke in support of Council's action.

The motion passed 7-0.

Petition Regarding Safety of Cell Phones and Other Wireless Devices: Mayor Jordan read the agenda comments.

Mayor Jordan said that Theodora Scarato had petitioned Council at its October 27, 2014, meeting to issue a proclamation regarding the dangers of cell phones and other wireless devices. He noted that the City does not use proclamations to take official positions on issues or to make policy statements, but instead sends correspondence to appropriate agencies expressing concern about, or advocacy for, a particular issue.

Mr. Herling noted his employment with the Federal Communications Commission (FCC) and asked if his participation on this agenda item or the next agenda item could be a conflict of interest. After discussion, Mr. Shay said no as Mr. Herling's position had nothing to do specifically with these items.

Theodora Scarato, 6-S Hillside, thanked Council for considering her petition. She provided packets to Council noting the actions taken by other governments across the country. Ms. Scarato encouraged education to use cell phones more intelligently.

Mayor Jordan requested that cell phone safety information be included on the City website.

Ms. Davis said she would support Council sending a non-alarmist letter to the FCC expressing concern about possible dangers of cell phones and other wireless devices. However, she added more research is needed on the subject and noted that the National Cancer Society has not even taken a position on this concern yet.

Mr. Putens moved that Council send a letter to the FCC encouraging action on the possible dangers of cell phones and other wireless devices and the City make brochures available to encourage simple safety steps when using these devices for distribution at City events, such as the health fair, to help raise awareness about this issue. Ms. Pope seconded.

The motion passed 7-0.

Ms. Davis encouraged caution be used to assure the brochures are educational and not alarmist in nature.

Petition to Oppose Locating Cell Phone Towers on School Property: Mayor Jordan read the agenda comments.

Mayor Jordan said that Theodora Scarato had petitioned Council at its October 27, 2014, meeting to oppose the placement of cell phone towers on Prince George's County Public School (PGCPS) property. He explained that PGCPS entered into an agreement to lease property to Milestone Communications for the possible location of cell phone towers. According to news reports, over 70 schools have been identified as potential sites including Eleanor Roosevelt High School, Greenbelt Middle School and Turning Point Academy.

Ms. Scarato explained that communities and parents of children attending county schools don't know in advance when the cell towers will be installed.

Councilmembers expressed their opposition to the placement of cell towers on school property. Mayor Jordan and Ms. Davis suggested this concern be included on the agenda of the upcoming legislative dinner to discuss with School Board Member Lupi Grady.

Ms. Mach suggested Council send a letter to the PGCPS School Board and the County Executive noting its opposition to cell phone towers on school properties focusing on the concerns of parents and citizens, encouraging more transparency in the process and expressing safety concerns cell towers place to students, such as tower access roads, maintenance of the towers, personnel who service the towers, etc.

Ms. Davis said both she and Mayor Jordan had received letters from CTI Wireless asking them to oppose this item and the previous item on the dangers of cell phones and wireless devices.

Mr. Putens moved that Council send a letter to the County Executive, the PGCPS Board, the PGCPS Chief Executive Officer and the County Office of Acquisitions: 1) noting the City's opposition to cell phone towers on school property in the City and in schools where Greenbelt children attend schools; 2) focusing on the concerns of parents and the community; 3) encouraging more transparency in the process of cell phone tower placement on school

properties; and 4) expressing safety concerns to students such as tower access roads, maintenance of the towers and personnel who service the towers. He further moved that this concern be included on the agenda of Council's legislative dinner. Mr. Herling seconded. The motion passed 7-0.

Mr. Herling asked that staff research HR-4961, federal legislation that may affect emergency responders.

Greenbelt Theater – 35 Millimeter Projector: Mayor Jordan read the agenda comments.

Mayor Jordan said that the Theater renovation project includes funding for the installation of a new projector system as well as retaining the existing 35 millimeter (mm) projector but a second 35 mm has been proposed so that films do not need to be spliced and the current dual platter projection system can be eliminated. Mr. McLaughlin said that the second projector had been discussed but funding had not been included in the project. The entire cost for the installation of the second 35 mm projector is approximately \$30,000.

Caitlin McGrath, President of Friends of Greenbelt Theater (FOGT), explained that the porthole in the projection booth will be bricked over after the installation of the digital projector and it is time critical to have the largest piece of the 35 mm projector installed while the porthole is accessible. She said \$10,000 will allow the largest essential parts of the equipment to be placed into the room and the remainder of the equipment/work can be done at a later date.

There was discussion regarding the entire cost for the second 35 mm projector. Ms. McGrath said there may be ways to reduce some costs and this could be reviewed when more time is available. She said it is critical now to get the largest essential pieces of the equipment in at this time. Ms. McGrath said FOGT have raised \$4,500 for the Reel-to-Reel campaign which will be donated to the projector purchase.

Ms. Davis suggested Dr. McGrath and staff meet with Cardinal Sound System to review the entire costs for the installation of this projection equipment. However, she noted the deadline was approaching regarding placement of the largest pieces of the equipment. Ms. Davis mentioned the \$4,500 of the FOGT donations and the \$1,800 remaining in the original Friends of Greenbelt Theater account could be used towards the purchase but questioned where the additional funds would come from. Ms. Mach said she would be supportive of the use of these funds combined with the Roosevelt Center Revolving Loan Fund which together would cover the \$10,000 needed for this phase of the purchase.

Ms. Mach moved that Council approve Dr. McGrath's proposal for the first phase purchase of a 35 mm projection equipment at a cost of \$10,000 with the provision that Dr. McGrath and staff meet with Cardinal Sound System to review the 35 mm projection equipment costs. Ms. Davis seconded.

It was noted that a decision can be made on proceeding with the second phase of the projection equipment purchase until after a decision is made on a theater operator.

Ms. Pope said Council should wait until the meeting was held with Cardinal Sound System before it commits to this decision.

Gwen Vaccaro, Vice President of the Greenbelt Community Development Corporation and Board Member of FOGT, said both organizations had worked diligently to obtain funding/donations to pay for the projection equipment. She commented that many donors are hesitant in making a donation until the management of the theater is determined and what type of programming options will be available.

Michael Hartman, 2-R Gardenway, President of the New Deal Café, commented on the Café being a beneficiary of the theater's success. He noted he was speaking only as a resident, but expressed his support of the expenditure.

Frank Gervasi, 163 Research Road, expressed concern that there won't be an access door to the projection area for moving equipment in and out of the area.

Mr. Roberts noted his support of the theater project but said he would be voting against this item. He said further research is needed on the projection equipment and an access door for projection equipment should be included in the project.

Dr. McGrath said an access door had been discussed but the use of a crane would be required to move the large projection equipment through the door.

After further discussion, Ms. Davis called the question. Ms. Mach seconded. The motion passed 6-1. (Roberts)

The original motion passed 5-2. (Roberts, Pope)

Ms. Pope noted her support of the theater renovation but said more research is needed on this item.

Updating of Forest Preserve Management and Maintenance Guidelines: Mayor Jordan read the agenda comments.

Mayor Jordan commented on flyers distributed to residents with misinformation regarding this agenda item and expressed concern with insinuations made by some individuals that staff and Council are trying to weaken the Forest Preserve Management and Maintenance Guidelines.

Mr. McLaughlin explained that a review of the Forest Preserve Maintenance and Management Guidelines (MMG) had been requested by Council because of disagreements within the Forest Preserve Advisory Board regarding the removal of invasive species. He referred to the staff memorandum dated November 14, 2014, which reviewed the history of the issue noting that there are some sections of the MMG that specify certain tasks (annual inspection of all forest preserve areas) that have never been undertaken, parts of the MMG that are internally inconsistent with other sections of the MMG, and issues that had not been contemplated in the original MMG which should be considered.

Mr. Roberts said the existing MMG are excellent and noted his opposition to any proposed changes to the document.

Mayor Jordan said that Council held a work session on November 17, 2014, to discuss the MMG. The need for an update of the MMG was mentioned as part of the recognition that the MMG is a “living” or “evolving” document.

Mr. Putens noted there are some Forest Preserve needs that need to be addressed including an assessment of the Forest Preserve and the problem with invasive species becoming worse. He also commented on the contention within the Forest Preserve Advisory Board (FPAB).

Ms. Davis explained the following actions had been discussed at the work session held last week: 1) Update of the City Code; 2) Invasive Species - Short-Term Management; 3) Invasive Species - Long Term Management; 4) Update of Management and Maintenance Guidelines; and 5) Forest Preserve Assessment.

Mr. Roberts moved that Council proceed on contracting with a professional forest biologist/ecologist to provide an assessment of the Forest Preserve. Ms. Pope seconded.

Mayor Jordan requested staff seek out a professional forest biologist/ecologist with the necessary skill set and types of qualifications necessary.

Jude Maul, 133 Greenhill Road, said he was an Ecologist with the United States Department of Agriculture and cautioned that many groups license ecologists. He encouraged Council to issue a Request for Proposals and to work with the FPAB to explicitly define exactly what the City is looking for as a result of the assessment. Mr. Maul suggested the RFP be widely distributed.

Mayor Jordan asked how long the assessment would take. Mr. McLaughlin estimated 6 months to one year.

Mr. Snyder said the best time to do the assessment would be in the spring.

Mr. Stevens, 46-A Ridge Road, spoke about his experience serving on the Greenbelt Homes Incorporated (GHI) Woodlands Committee and evaluations that had been done on GHI woodlands. He suggested the assessment look at the health of the entire woodland area in the City and recommend a management plan for the future.

Ethel Dutky, Advisory Committee on Trees member, spoke about her 30 years of experience with land trust in Calvert County and other areas and said she supported this action. She encouraged that the assessment be conducted based on usage/purpose of the Forest Preserve. Ms. Dutky also mentioned the problems invasive species can create in forested areas and noted that once removal has started, it needs to continue on a regular basis. She also suggested that members of the FPAB become certified forest naturalists.

Willis Witter, 16 Empire Place, commented on the past practice of passive management of invasive species.

The motion passed 7-0. Council requested it also be reviewed by the Forest Preserve Advisory Board.

Ms. Davis moved that Council direct the FPAB to initiate a review of the MMG and prepare a list of recommended changes to the City Council. Ms. Mach seconded. The motion passed 6-1. (Roberts)

Laurie Crunk, 71 Ridge, expressed concern about comments made by Mr. Roberts regarding a City staff member and said she would like to hear more information about this.

Ms. Davis explained that Council had asked for a work session on the MMG after learning about various disagreements within the Forest Preserve Advisory Board. Following the work session, she said staff brought forth several suggested actions – as staff is directed to do for other issues as well – for Council to consider. Ms. Davis said she is tremendously bothered by the inuendos made by some individuals accusing staff of working behind the scenes to influence Council. She said Council is very concerned about the Forest Preserve and its future, will consider all the information available and will make their own decision as a body.

Donna Almquist, Hedgewood Drive, said the confusion revolves around the language used in a staff memorandum.

Ms. Davis moved that Council establish a task force with broad representation from City Boards and Committees, as well as State and local jurisdictions and organizations to draft a comprehensive plan for management of invasive vegetation within all wooded areas in the City except for the Forest Preserve which will have a plan that is developed concurrently by the FPAB. Ms. Pope seconded.

Ms. Mach said a comprehensive plan for the Forest Preserve can't be developed until the assessment is complete. She suggested starting with the Forest Preserve assessment and if that works out okay, consider an assessment on other wooded areas.

Mr. Putens and Mr. Herling said the assessment should look at the health of all wooded areas of the City but focus specifically on the Forest Preserve. Mr. Roberts agreed that an assessment should be done on all wooded areas but that would require significantly more funding.

Ms. Mach called the question. Ms. Davis seconded. The motion passed 7-0.

The motion passed 7-0.

Council discussed the short term management of Invasive Species in the Forest Preserve and whether to allow continued intervention and management of invasive species in all wooded areas of the City under the direction of City staff.

Mr. Herling said Council should approve any actions regarding the removal of invasive species in all wooded areas of the City. Mayor Jordan, Ms. Davis, Ms. Mach and Ms. Pope said the City Manager should be able to approve the work based on input from professional and competent employees on staff and then make Council aware of the work. Ms. Mach said asking the FPAB for their input prior to any removal of invasive species in the Forest Preserve is a good idea.

Mr. Roberts and Mr. Herling suggested this item be delayed until the assessment is complete. After further discussion, Council did not take any action on this issue.

Ms. Davis moved that Council direct staff to review Article IX "Forest Preserve" of Chapter 12, Parks and Recreation, of the City Code and update as needed. She further moved that any proposed changes would be referred to the FPAB for review and then to Council. Ms. Pope seconded. The motion passed 6-1. (Roberts)

Jude Maul, 133 Greenhill Road, said no short term management of invasive species in the forest preserve seems short sighted, especially with invasive species spreading in the preserve every day.

Mr. Witter expressed concern that by the time the assessment is complete and a plan drafted, a large portion of the Forest Preserve will be blanketed with English Ivy and other invasive species. He said the City Manager should have the authority to authorize some removal of invasives in the Forest Preserve.

Mr. Snyder said there were plenty of wooded areas not in the Forest Preserve that were in need of invasive species removal.

Susan Barnett, 12-H Plateau, said she concurred with Mr. Witter's concerns and suggested that the City provide education to the community regarding removal of invasives so volunteers are ready to begin work in the Forest Preserve as soon as it is authorized.

Lee Shields, 8-C Plateau Place, complimented the City Manager who has handled the Forest Preserve issues very well for many years.

Ray Stevens, 46 Ridge, questioned whether any of the Council actions this evening impacts removal of invasive species in the community gardens. Council said no.

Bill Orleans asked and was provided answers to several questions.

Proposed 2015 Legislative Program: Mayor Jordan read the agenda comments.

Ms. Davis moved that Council approve the following priorities for the 2015 Legislative Program:

State:

- 1) \$285,000 bond bill for Greenbelt Lake Dam repair (filter blanket drain)
- 2) Funding for Greenbelt Road Streetscape Improvements
- 3) Revise noise barrier policies along the Beltway

County:

- 1) Greenbelt Station school attendance issue
- 2) New Greenbelt Fire Station
- 3) Cell Phone Towers on School Properties

Joint State/County:

- 1) Protect municipal funding sources
- 2) Planning and zoning for municipalities
- 3) WMATA funding for Sunday bus service

Ms. Mach seconded. The motion passed 7-0.

Joint Four Cities Resolution: Mayor Jordan read the agenda comments.

Ms. Pope moved that Council support the Joint Four Cities Resolution in support of the location of a new headquarters of the Federal Bureau of Investigation at the Greenbelt Metro Station in Prince George's County. Ms. Davis seconded. The motion passed 7-0.

Council Reports: Councilmembers commented on the following activities and events they recently attended.

National League of Cities Conference – Ms. Davis, Mr. Putens, Ms. Mach, Mr. Herling and Ms. Pope
Walk for Health – Mayor Jordan, Ms. Davis, Mr. Herling and Ms. Pope
Veterans Day Ceremony – All members of Council
Anacostia Watershed Steering Committee Meeting – Ms. Davis
Metropolitan Washington Council of Governments (COG) Board of Directors Meeting – Ms. Davis
COG National Capital Region Emergency Preparedness Council – Ms. Davis
Farewell Reception for outgoing County Councilmembers Turner, Campos and Olson – Mayor Jordan, Ms. Davis, Mr. Putens, Ms. Mach, Mr. Herling and Ms. Pope
Prince George's County Municipal Association Meeting – Mayor Jordan, Ms. Davis and Mr. Herling
Reception for outgoing Gaithersburg Mayor Sidney Katz – Ms. Davis
Student Council Swearing In Ceremony at Magnolia Elementary School - Mayor Jordan
Workshop on Sustainable Maryland Leadership – Mayor Jordan
Congressman Hoyer's Visit/Donation to St. Hugh's Food Pantry – Mayor Jordan
Greenbelt Community Development Corporation Annual Meeting – Mayor Jordan

REFERAL TO GREENBELT ETHICS COMMISSION: Mr. Roberts moved that a letter from Robert Snyder regarding a personnel matter be referred to the Greenbelt Ethics Commission for review. No second was received on the motion.

Mr. Shay advised the first step to a referral to the Ethics Commission would be to refer the matter to the City Solicitor to see if the City's Ethics Code applies to the matter. He said if it is found to comply, it could then be referred to the Ethics Commission.

Following discussion, Ms. Davis moved that an executive session be scheduled on this personnel matter. Ms. Pope seconded. The motion passed 6-1. (Roberts)

MEETINGS: Council reviewed the upcoming meeting schedule.

ADJOURNMENT: Ms. Mach moved to adjourn the meeting. Mr. Putens seconded. The motion passed 7-0.

Mayor Jordan adjourned the regular meeting of Monday, November 24, 2014, at 1:03 a.m.

Respectfully submitted,

Cindy Murray
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held November 24, 2014."

Emmett V. Jordan
Mayor

November 24, 2014

Petition to Deny City's Request to Rewrite the Forest Preserve Management and Maintenance Guidelines

Dear Members of Council,

Tonight I petition you to deny the City's request to rewrite the Forest Preserve Management and Maintenance Guidelines (hereafter referred to as the Guidelines). In my opinion, this request is an attempt by the City to trespass on the duties of the Council and the Council's Forest Preserve Advisory Board (FPAB). I attended the work session held on Monday, 17 November, which was organized to discuss proposed changes to the Guidelines. I was surprised to see Mr. Michael McLaughlin, the City Manager, and Ms. Celia Craze, the staff liaison to FPAB, present an FPAB motion to Council without telling Council that the motion had failed to obtain a majority vote by members of the FPAB. In my opinion this was an attempt by the City to mislead the Council. It appears that they made this request so that they could rewrite the Guidelines in order to give them the authority to do whatever they want inside the Forest Preserve without having to first gain approval by Council.

As a volunteer at the Animal Shelter I have experienced similar disturbing behavior by the City. I have already petitioned Council to have an independent agency investigate allegations of possible misconduct by the City in the operations of the animal shelter. I have also asked that you look into the role played by Mr. McLaughlin in preventing Council and the public from knowing about these allegations. I want to make it clear that I am not accusing anyone of misconduct. It is Council's responsibility to determine if the allegations have merit. However, as a volunteer I did experience disturbing behavior. As a result of pointing out irregularities at the shelter, I became the target of two letters written by two volunteers. The purpose of these letters was to discredit me by painting a false picture of my character. I have provided Council with documentation that appears to suggest that these letters were orchestrated by City staff. I am now witnessing the use of these same tactics on Mr. Bob Snyder, Chairman of FPAB. The City is trying to paint a picture of Mr. Snyder as being unable to reach a consensus of opinion amongst FPAB members. This is a troubling pattern, which in my opinion is unethical. I have written several letters to Council about this behavior and you should now be able to recognize this pattern. Therefore in my

opinion, Council should receive the request by Mr. McLaughlin and Ms. Craze to rewrite the Guidelines with suspicion.

I recognize that FPAB must work effectively with both the Council and the City. Therefore, I would like to see the Council explore all options to create a more productive relationship between FPAB and the City. In response to the attempt by the City to mislead Council at Monday's work session, I feel that one option that should be strongly considered is for Council to work with the City Manager to appoint a new City liaison to FPAB.

The Guidelines should not be rewritten to allow the City to circumvent the authority of Council, the careful review by FPAB and input from the public. I view the Guidelines as a sort of constitution put in place by the people of Greenbelt on behalf of the Forest Preserve. The citizens of Greenbelt fought hard for this constitution. This recent attempt by Mr. McLaughlin and Ms. Craze to water down the checks and balances of power between the Council and the City will be met with an equally hard fight. Only the elected members of Council represent the will of the people. Speaking for myself, I want the Forest Preserve and the will of the people protected from this attempted trespass by the City.

Brian Almquist

Boxwood Village

Cindy Murray

From: Patrick J. McAndrew <pmcandrew@manddlaw.com>
Sent: Monday, November 24, 2014 4:26 PM
To: Cindy Murray
Subject: Tonight's City Council Meeting
Importance: High

Cindy,

As I mentioned when I telephoned, I am requesting that this email be provided to the Mayor prior to tonight's council meeting.

Thanks,

Pat

Mayor Jordan,

It had been my hope to appear before council this evening, to speak under Petitions and Requests. Due to scheduling issues, I am unable to attend this evening's meeting in person. I am requesting, as a courtesy, that you present this email on my behalf under Petitions and Requests.

As you recall, I appeared before council on October 27th at which time I offered a Petition on behalf of the rank and file police officers of the Greenbelt Lodge of the Fraternal Order of Police. This petition sought to have the city fund step increases in the current budget for all rank and file police officers.

My purpose in presenting a petition this evening is to amend my earlier petition. This evening I would like to petition council to fund such step increases for all classified city employees, not just the rank and file police officers. Since this current budget would mark the fourth consecutive year that all employees would not receive step increases, I believe it is time to make this matter a high priority. As citizens, we benefit greatly from a capable, devoted and professional city staff - in all departments.

It is intended that all funded step increases would be retroactive to July 1, 2014, which marks the beginning of the current budget year.

I also request a status report on my petition from the October 27th meeting.

Your presentment of these two issues on my behalf and in my absence is greatly appreciated.

Thank you,

Pat McAndrew
7500 Greenway Center Drive, Suite 1130 and 115 Periwinkle Court

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 8/14/15

Time: 8:05

Location: Rm 201 Community Ctr

Motion to close meeting made by: Ms. Davis Seconded by: Ms. Pope

Members voting to close meeting:

	Yes	No	Abstain	Absent
Ms. Davis	<input checked="" type="checkbox"/>			
Mr. Herling	<input checked="" type="checkbox"/>			
Ms. Mach	<input checked="" type="checkbox"/>			
Ms. Pope	<input checked="" type="checkbox"/>			
Mr. Putens	<input checked="" type="checkbox"/>			
Mr. Roberts	<input checked="" type="checkbox"/>			
Mayor Jordan	<input checked="" type="checkbox"/>			

STATUTORY AUTHORITY TO CLOSE SESSION
General Provisions Article, §3-305(b) (check all that apply):

- (1) ☐ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☐ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☐ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

- (10) ☐ To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) ☐ To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) ☐ To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) ☐ To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) ☒ Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

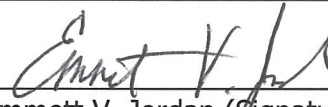
FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (14) Award of Contract for Theater Operation, Negotiating Strategy

§3-305(b) () _____

§3-305(b) () _____

This statement is made by


Emmett V. Jordan (Signature of Presiding Officer)

**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE
MADE IN MINUTES OF NEXT REGULAR MEETING-NOT A PART OF THE CLOSING STATEMENT)**

OFFICIALS ATTENDING CLOSED SESSION: [☒] DAVIS; [☒] JORDAN; [☒] HERLING;
[☒] MACH; [☒] POPE; [☒] PUTENS; [☒] ROBERTS

STAFF/OTHERS PRESENT:

Michael McLaughlin, City Manager; David Moran, Assistant City Manager;
Beverly Palau, Public Information and Communications Coordinator;
Karen Ruff, Associate of the City Solicitor.

TOPICS DISCUSSED:

Award of contract for Theater operation, Negotiating strategy

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:

None

TIME CLOSED SESSION ADJOURNED: 10:33 p.m.

PLACE OF CLOSED SESSION: Room 201, Greenbelt Community Center.

PURPOSE OF CLOSED SESSION: Award of Contract for Theater Operation, Negotiating Strategy.

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (^{14.}); (); () _____

MEMBERS WHO VOTED TO CLOSE: [☒] DAVIS; [☒] JORDAN; [☒] HERLING; [☒] MACH;
[☒] POPE; [☒] PUTENS; [☒] ROBERTS

SIGNATURE OF PRESIDING OFFICER:

Emmett V. Jordan

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, January 14, 2015.

Mayor Jordan called the meeting to order at 8:09 p.m. It was held in Room 201 of the Greenbelt Community Center.

PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Michael McLaughlin, City Manager; David Moran, Assistant City Manager; Karen Ruff, Associate of the City Solicitor; and Beverly Palau, Public Information and Communications Coordinator.

Executive Session

Ms. Davis moved that Council move into Executive Session in accordance with the General Provisions Article §3-305(b) (14) of the Annotated Code of the Public General Laws of Maryland to discuss the award of contract for Greenbelt Theater Operations. Ms. Pope seconded.

*ROLL CALL: Ms. Davis - Yes
Mr. Herling - Yes
Ms. Mach - Yes
Ms. Pope - Yes
Mr. Putens - Yes
Mr. Roberts - Yes
Mayor Jordan - Yes*

Ms. Davis announced that Council would not return to open session.

Council moved into Executive Session at 8:10 p.m.

Respectfully submitted,

*David E. Moran
Assistant City Manager*

ADVISORY COMMITTEE ON EDUCATION
REPORT TO COUNCIL

SUBJECT: ACE GRANT PROGRAM – 2014 Final Reports

BACKGROUND: The Advisory Committee on Education annually solicits grant proposals from local schools. For the 2013-2014 school year, ACE recommended and the City Council approved funding 17 proposals totaling \$8046.71. When the projects are completed, the proposers submit final reports. In this report, ACE forwards to the City Council some representative final reports for review.

FINDING: These reports indicate the success and impact of the ACE grants program.

RECOMMENDATION: ACE recommends that the City Council review these final grant reports for their information.

Approved by ACE on 12/2/14 with a vote of 7-0 with two members absent.

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Andrew Karnes _____ Position: Instructional Lead Teacher

Email address: Andrew.karnes@pgcps.org School: Greenbelt ES _____

Phone: 301-513-5911 _____ Amount Awarded: \$500 _____

Project start date: 02/14/14 _____ Project end date: 9/30/14 _____

Title of Project: Building Engineering and Design Club _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The monies from this grant were used to purchase K'Nex: 50 Model Building Sets for each classroom (K-5). The 18 sets were purchased at approximately \$25 per.

2. Number and ages of students impacted.

The Building sets were used as the primary learning/exploration tool for the school's Building Engineering and Design Club. This club was comprised of approximately 30 students in grades three thru five.

3. Assessment of success of project. Please provide examples of impact.

In the Building Engineering and Design Club, we explored many concepts and standards presented in the State Science Curriculum, including simple machines such as inclined planes. The learning that took place as a result of these experiences contributed to the school's gains on the 5th grade MSA Science for the 2013-14 school year.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report
Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Darelynn Fung Position: Music Teacher _____

Email address: darelynn.fung@pgcps.org School: Greenbelt ES _____

Phone: 301-513-5911 _____ Amount Awarded: \$500 _____

Project start date: 2/14/2014 _____ Project end date: 9/30/2014 _____

Title of Project: Instrumental Music Equipment _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The monies from this grant were used to purchase stands (storage) for the school's double bass instruments in order to preserve the life of the instruments and our instrumental music program.

2. Number and ages of students impacted.

The instrumental music program at Greenbelt ES is open to students in grades 4 and 5. Our current enrollment for students in these grades is at 85.

3. Assessment of success of project. Please provide examples of impact.

Due to the age of the building, many of the storage rooms and office spaces have experienced some level of flooding due to ceiling leaks. As a result of purchasing stands with the ACE Grant, our bass instruments were not affected by the flooding and were available to our students at the start of this school year.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Theresa Wehrman _____ Position: Classroom Teacher _____

Email address: Theresa.wehrman@pgcps.org School: Greenbelt ES _____

Phone: 301-513-5911 _____ Amount Awarded: \$500 _____

Project start date: 2/14/2014 _____ Project end date: 9/30/2014 _____

Title of Project: Talented and Gifted Resources _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The monies from this grant were used to purchase professional resource/activity books that allow professional educators to differentiate instruction in order to provide meaningful, authentic learning and performance tasks for our students. The aforementioned resources were used to improve percentage of TAG students scoring in the advanced range, while also bolstering the performance of our Basic and Proficient students.

2. Number and ages of students impacted.

The resources purchased with this grant were used in teacher planning sessions across all grade levels, and thus had an impact of our entire student body of over 600 children.

3. Assessment of success of project. Please provide examples of impact.

Using the resources purchased through the ACE Grant to prepare center activities and tasks that differentiated specific content resulted in significant gains on the Maryland State Assessment in Reading (89% Proficient/Advanced), Math (87.6% Proficient/Advanced) and Science (75.3% Proficient/Advanced) for the 2013-14 school year.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Iche Buchanan _____ Position: Classroom Teacher _____

Email address: iche.buchanan@pgcps.org _ School: Greenbelt ES

Phone: 301-513-5911 _____ Amount Awarded: \$500 _____

Project start date: 2/14/2014 _____ Project end date: 9/30/2014 _____

Title of Project: Think Fun Games _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The monies from this grant were used to purchase games that promote critical and analytical thinking skills. These games, ranging from Solitaire Chess to Mindsets in the Classroom, were used to improve the percentage of TAG students scoring in the advanced range, while also bolstering the performance of our Basic and Proficient students in Math and Reading.

2. Number and ages of students impacted.

The games purchased were used as centers for TAG students and students scoring in the advanced range on standardized assessments. The number of students falling in this range is approximately 300.

3. Assessment of success of project. Please provide examples of impact.

Using the resources purchased through the ACE Grant as center activities intended to differentiate specific content resulted in significant gains on the Maryland State Assessment in Reading (89% Proficient/Advanced), Math (87.6% Proficient/Advanced) and Science (75.3% Proficient/Advanced) for the 2013-14 school year.

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Stephanie Kohout _____ Position: Teacher _____

Email address: Stephanie.kohout@pgcps.org School: Springhill Lake ES _____

Phone: 301-518-2328 _____ Amount Awarded: \$500 _____

Project start date: 10/1/13 _____ Project end date: 6/1/14 _____

Title of Project: Science Experiments _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.



\$25.00 _____

1

\$25.00 _____

Steve Spangler Book Set



\$5.99 _____

6

\$35.94 _____

Geyser Tube - Fountain, Fan & Run



\$24.99 _____

6

\$149.94 _____

Geyser Rocket Car



\$3.99 _____

8

\$31.92 _____

Grow Snow



\$31.99

6

\$191.94

Vampire Slime



\$1.99

10

\$19.90

Super Star Science Gravity Goo



\$9.99

6

\$59.94

Atomic Insta-Worms

Subtotal \$514.58

Discount -\$24.99

Shipping & Handling (Flat Rate - FedEx Ground) \$10.00

Grand Total \$499.59

2. Number and ages of students impacted.

850 students ranging from 5-12 years old.

3. Assessment of success of project. Please provide examples of impact.

The students really enjoyed to see science in action. When we told a kindergarten teacher that the grant was renewed, she said "Oh Goody, my students loved that! They really don't get enough of hands on projects."

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: Awardee Information:

Name: Vanessa Zanin _____ Position: Science Coordinator _____

Email address: Vanessa.zanin@pgcps.org School: Greenbelt ES _____

Phone: 301-513-5911 _____ Amount Awarded: \$500 _____

Project start date: 02/16/13 _____ Project end date: 9/30/14 _____

Title of Project: Study Island Science _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The monies from this grant were used to purchase a site license for Study Island's Science portal in order to prepare the students in Grade 5 for the Maryland School Assessment in Science. Purchasing this site license will provide students access to web-based content and practice at home and in the classroom.

2. Number and ages of students impacted.

There are 110 students in fifth grade. The average student is 10 years old.

3. Assessment of success of project. Please provide examples of impact.

Providing our fifth graders access to Study Island Science contributed to an average gain of 6 percentage points between the two most prominent subgroups at Greenbelt ES. This resulted in an overall improvement from 62.2% of students performing at Proficient/Advanced in 2013, to 75.3% in 2014.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Rob Crowley

Position: 4th Grade Teacher

Email address: Robert.crowley@pgcps.org School: Magnolia Elementary

Phone: 301-918-8770

Amount Awarded: \$499.38

Project start date: 4/1/2014

Project end date: 6/15/2014

Title of Project: Headphones For Our Computer Lab!

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

All \$499.38 was spent on headphones for the computer lab.

2. Number and ages of students impacted.

Approximately 500 students ranging from ages 5-12 (Kindergarten to 6th Grade) were impacted by the project.

3. Assessment of success of project. Please provide examples of impact.

The project was a success for the most part. There was a delay in the shipment of the headphones, so not as many students got to use the headphones as planned. Students in the intermediate grades were still able to use the headphones to watch videos, and then respond to the videos during computer class. I look forward to seeing more students being able to use the headphones during computer lab time this year. The headphones will also be a huge help this year as PARCC testing begins!

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Charles Mills _____ Position: Teacher _____

Email address: charles.mills@pgcps.org _ School: Eleanor Roosevelt High School

Phone: 301-513-5400 x 2255 _____ Amount Awarded: \$500 _____

Project start date: August 26, 2014 _____ Project end date: TBD _____

Title of Project: Whiteboard Paint for Classroom _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

The money was spent to purchase Idea paint and primer to create a dry-erase surface to use in conjunction with an interactive whiteboard.

2. Number and ages of students impacted.

Approximately 180 students age 14-18 years. This is the entirety of students that I teach as the project impacts all of my classes and the afterschool club that I sponsor. This number will increase as the project purchased materials that will be used in future years as well.

3. Assessment of success of project. Please provide examples of impact.

The Project has been very successful to date. It has increase the usable space for the presentation of instructional material and for students to share their work and collaborate. It has allowed me to increase the number of opportunities for students to demonstrate their work and thought process. One instance that exemplifies the application of the project is that it allowed me to do an activity in which the students were given cards with different types of numbers and they placed them into groupings on the board and then we had a discussion and created a web showing how the numbers were related. This activity was more successful because of the wall as the students could freely move the cards and not only write but change the web of connections as the discussion progressed and their opinions changed.

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

Butterfly Wonder Project

Ingrid Cowan Hass (**Beech Tree Puppets**): ACE Grant Report

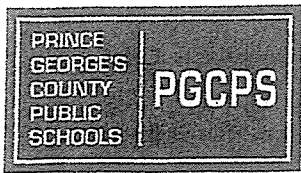
On May 13, 14 and 15, 2014, I went to Spring Hill Lake Elementary. Each day I visited two different 1st grade classrooms, six classrooms in all at the end of the three days. There were 20 to 35 children in each classroom. Special Education children were brought into some of the regular classrooms for the event. In each classroom, I performed the puppet show, ***Butterfly Wonder***, which lasts approximately 20 minutes. The children gathered on the large rugs used for story time and sat in front of me on the floor.

Directly afterwards I showed them sample puppets and described what we would make together. We then made butterflies, a small and large caterpillar, a leaf, a chrysalis, and sometimes other characters if time allowed. We then practiced making the student's puppets come to life and discussed how they might tell their story. I was in each classroom altogether for about 90 minutes.

The lead first-grade teacher was very organized and it was a pleasure planning and executing the event with her. I was pleased with the student's manners and their ability to listen. Each class's response was enthusiastic and it was wonderful to see them busy at work afterwards making their own puppets, ignited with the idea that they could put on their own show. The teachers were exclaiming that they have never seen their students sit still for so long. The school has already asked me to come back next year when they are covering **Life Cycles** in Science. I thank you for this opportunity of going into a local school where it would be difficult otherwise to make an initial connection.

I spent about \$35 on some tape, paper and craft sticks.





"COMMITTED TO EXCELLENCE"

Higher Heights



Springhill Lake Elementary School

6060 Springhill Drive, Greenbelt, MD 20770
Phone: 301 513-5996 FAX: 301 513-5314

Natasha Jenkins
Principal
Peter Meliotis
Resident Principal

Dr. Swann
Assistant Principal
Chris Wichtendahl
SPED Coordinator

March 8, 2014

Dear Greenbelt City Council and ACE Committee,

I personally wanted to thank you for your continued support with our efforts to scaffold rising stars in our community! Over the years you have granted our school funding for cooking classes, workout programs, garden projects, science experiments, reading curriculums, books and most recently music. When I have run some of these programs, our students become overjoyed with excitement. Many of them are in awe over these projects. Without your support, our students would never have these learning opportunities. You have enriched their educational experience and for that we are forever grateful.

Thank you,

Stephanie Kohout
Springhill Lake Elementary, SWAT Leader

Added to Council & ACE



ELEANOR ROOSEVELT HIGH SCHOOL

The Model for American Secondary Education

7601 Hanover Parkway □ Greenbelt, Maryland 20770
(301)-513-5400 □ FAX (301)-614-3446 □ email: rmcneill@pgcps.org



October 28, 2014

Reginald McNeill
Principal

ACE Grant Program
Jon Gardner
Greenbelt CARES
25 Crescent Rd
Greenbelt, MD 20770-1891

Section 1: AWARDEE INFORMATION

Name: Nicole Powell	Position: teacher
Nicole.powell@pgcps.org	Eleanor Roosevelt High School
301-513-5400 ext. 245	Amount Awarded: \$369
Project start date: March 1, 2014	Projected end date: ongoing
Title of Project: Special Education Grant Proposal – BrainPop	

The following is a summary of the Special Education Grant Proposal – Brain Pop.

1. Breakdown of monies spent – All monies went to Brainpop for the use of 2 years of access for the website with 3 logins. BrainPop is an online resource that has hundreds of standards-aligned animated movies, quizzes, games, high-interest readings, and activities that span Science, Social Studies, English, Math, Engineering & Technology, Health, and Arts & Music.
2. Number and ages of students impacted – This year the Special Education Department has expanded. We expected to have 98 students receiving intensive services. However, we have 108. Every core classroom in the Special Education Department has access to Brainpop. This covers instruction in all areas of the curriculum and has shown an improvement in comprehension and testing scores for our intensive special education students.
3. Assessment of the success of the project –As a school we have seen improvements with comprehension and time on task from our special education students. Although we can not state definitely that Brainpop is the catalyst for these improvements, we know that the students are more involved in lessons were Brainpop is utilized.

Name Mariam 103

Teacher Mrs. Davis

Subject Work History

Reflection on Media Resources

Resource: Brain Pop

Was it useful? How? yes it was useful because they show you how were back in days those people, and you get it what the subject is about.

Would you recommend using it more?

Yes I would recommend because for these people who don't understand the reading they would understand the movie.

Name Lashia Balance
Teacher Mrs. Davis
Subject Local Government

Reflection on Media Resources

Resource: Bran Pop

Was it useful? How?

Yes because I enjoyed watching cartoon
and that I like when the cartoon talking
about the branch to the kids.

Would you recommend using it more?

Yes because it useful for the kids to
learn more about things and how
by watching that it will be great to
learn more.

Name Shermempren
Teacher M.F. Davis
Subject government

Reflection on Media Resources

Resource: Brain pop

Was it useful? How?

yes, because I like how it shows example
to help us to understand

Would you recommend using it more?

yes 

Name Jefemias Joel Romero Jose
Teacher Mr. Davis
Subject History

Reflection on Media Resources

Resource: Brain Pop

Was it useful? How?

Yes it was very useful because it was simple, easy to understand and actually fun

Would you recommend using it more?

Yes I think everyone should use this.

Brain Pop

So, brain pop is very interesting because how it helps explain things better and gives visuals to also help you imagine more of what's going on.

If Brain pop wasn't much of a visual, people would have trouble trying to imagine and understand what's going on and what will happen next.

Yes I would very much so recommend using this because not everyone is a audio learner, so having this would ~~give~~ greatly help those that need a visual and a better understanding.



Eleanor Roosevelt High School Bands

7601 Hanover Parkway

Greenbelt, MD 20770

Ms. Sally Wagner, Band Director
swagner@pgcps.org

Rec'd 5/27/14

Rosalind Caesar, Staff Liaison
Advisory Committee on Education (ACE)
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

May 19, 2014

Dear Ms. Caesar

This letter is to inform you of the progress made in replacing the moldy instrument cases in the band room at Eleanor Roosevelt High School, an undertaking greatly helped by the generous contribution from Greenbelt ACE.

I was able to replace several cases that not only had mold on the outside but in the inner padding as well. These were purchased at a discounted price through Baltimore Brass Company, in Catonsville, enabling me to purchase an additional case (total - 5!).

The band room accommodates 170+ students per day. These students sit in the room and practice playing music. This requires moving a lot of air and, since the replacement of the cases, the air quality has been much improved. There is no longer a moldy smell when I enter the classroom and the students have stopped complaining about the smell of mold coming from the instrument storage lockers. One of the students who has respiratory issues was especially glad to have the problem resolved!

On behalf of myself and the band members at Eleanor Roosevelt High School, I can't thank you enough for your generous grant to help us through a difficult and rather unhealthy time.

Sincerely,

Sally S. Wagner,

Rec'd
5/12/14

Shari Cornell
Magnolia Elementary School
8400 Lanham, MD 20706

"Technology Integration"

Your generosity has helped me bring technology into my classroom. I teach 69 students in grades K-6 English who are learning English as a second language (ESOL). I have some students who are brand new English speakers, but many just need extra instruction to help them succeed. I pull out small groups throughout the day, and sometimes assist classroom teachers within their classroom. The resources that you have provided me are:

Nikon Camera 136.99
memory card 14.99
camera case 10.99
AA batteries for camera 34.99
Envy Printer SALE \$99.99
Color Ink 30.99
2 Black Ink 2 X 30.99= 61.98
RAZ-Kids-\$99.99
Total \$490.88

The camera and supplied have come in handy numerous times. I had my K-2 students complete a SuperHero writing assignment. After reading ABC Superhero, we took a picture of their face. They cut out their face and put it to their superhero body. They then wrote about what kind of SuperHero they are.

I have also taken pictures for the school. Several of the events include, taking pictures of students while they were gardening in our new courtyard garden. Additionally, I took pictures of children during the Honor Roll Assembly, students and parents at Career Day, my 3rd graders for the Mother's Day Cards they made.

My printer has been very resourceful! I have used it everyday! Our school's printer is often broken, and hard to access. I print out activity sheets for the children that I need to copy. I have printed out color pictures that I laminated and used for bulletin boards. (These pictures will be used year after year!)

I have two brand new English Speakers. I have printed color pictures to be used with their vocabulary definitions in their classroom. I have also been able to print out a lot more resources to go with their lessons.

Raz-Kids is a computer reading program that I have implemented with my students in grades 2nd-6th grade. There are 35 students on this program. These students have been able to read independently books on their level in school, and also at home. I have been able to track their progress since they have started the program. My two new English Speakers from Turkey have excelled greatly!!! They have progressed 2 reading levels, and they love using the program! This computer program is wonderful because you can easily see assignment progress, activity level, and skill reports by student or classroom. I have used my printer to print out reports to send home to parents. The parents can see how their students are progressing in their reading. The color printer has helped to convey the information clearly to parents.

Thanks again for your generosity and helping include technology into my classroom.
These resources will help my teaching and students for many years to come.

City of Greenbelt Advisory Committee on Education (ACE) Grant Final Report

Due date: 45 days after project end date for approved and funded projects.

Section 1: AWARDEE INFORMATION:

Name: Jane Marsilio _____ Position: teacher _____

Email address: jane.marsilio@pgcps.org _ School: Springhill Lake ES _____

Phone: 240-468-1649 _____ Amount Awarded: \$500 _____

Project start date: 2/17/14 _____ Project end date: 5/30/14 _____

Title of Project: Enhancing the Performance Experience for Musically Talented Students at Springhill Lake Elementary School through Chorus _____

Section 2: GRANT REPORT (attach additional pages if needed):

1. Breakdown of how grant monies were spent.

\$250 for Prince George's County Music Day field trip

\$250 for audio equipment for Spring musical

2. Number and ages of students impacted.

There were about 30 students (ages 8-10) in the chorus and we were able to perform a live musical for the entire school of about 850 students.

3. Assessment of success of project. Please provide examples of impact.

The project was hugely successful. The students sang beautifully at Prince George's County Music Day and we were able to produce a musical of a very high vocal quality in May for the entire student body. The talent of the students was showcased like never before in the past decade at Springhill Lake ES and the students loved practicing and performing. Some students stayed after school every single day in order to rehearse! Thank you so much for providing us with the necessary funds to perform and have the students be heard through the purchase of new microphones!

Email to: jongreenbelt@yahoo.com or mail to: ACE Grants Program, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660.

OFFICE USE: Date received? _____ Report complete? _____

Memorandum

Jane Marsilio
42 Crescent Rd Apt C
Greenbelt, MD
(240) 468-1649
janemarsilio@pgcps.org

ACE Grants Program
C/O Rosalind Ceasar
Greenbelt CARES
25 Crescent Rd
Greenbelt MD 20770

RE: Outcome of grant project

Dear Greenbelt ACE,

Greenbelt ACE funding was provided to SHLES to help enhance performance experiences for the 4th and 5th grade chorus – the resulting performances were a resounding success! Many teachers and students were pleasantly surprised to see how talented the members of chorus were. We were also able to achieve a Superior rating at our county festival for singing and sight-reading! I believe that many of the students became very dedicated to chorus, in part, because they knew that the performance at Six Flags, made possible through the grant, was waiting for them at the end of the year.

The students gave 4 performances on May 20th, 2014 of the musical, *The Music Man Jr.* which the entire student body of over 851 children at SHLES greatly enjoyed. Chorus also sang at Six Flags on May 23rd and listened to a professional military band perform. I have attached the Six Flags invoice (Exhibit 1) from the event, and Table 1 summarizes the expenditures, which were dedicated to be covered by ACE funding. I have also attached photographs of the performance (Exhibit 2) as well as those from the field trip to Prince George's County Music Day at Six Flags (Exhibit 3).

On behalf of SHLES, I would like to express heartfelt gratitude for the support provided by Greenbelt ACE in enriching the lives of our students. Your efforts and your unwavering "commitment to excellence" is truly consistent with that of our school motto.

Sincerely,



Jane Marsilio

ADDENDUM

In addition to our expressed gratitude for your support, we would also like to bring to your attention that despite being notified of ACE funding in Feb 2014, *the Grant Office did not provide valid budget codes until Jun 2014 (after performances had already occurred)*. Therefore the funds described in Table 1 were provided by personal contributions from the Teachers and by SHLES. Our secretary Ms. Merriman has discussed this at great length with Mr. Marvin Charles at the Grant Office. We understand that this was an incredibly busy time for everybody, and therefore have requested, given the setbacks, these funds be utilized to reimburse the School and Teachers the amounts *originally dedicated for ACE funding*.

Thank you so much for the gift of your time, and for your continued support!

Exhibit 1 & Table 1

Invoice from Six Flags and Table of Expenditures



INVOICE

Invoice #: EMD2014
Organization: Springhill Lake Elementary School
Contact: Jane Marsilio
Telephone: 301.513.5996

Event Date: May 23 2014
Invoice Date: April 23, 2014

Invoice Summary

<u>Qty</u>	<u>Item Description</u>	<u>Price</u>	<u>Extension</u>
22	Elementary Music Day Ticket	\$32.00	\$704.00
2	Complimentary Chaperone tickets	\$0.00	\$0.00
			\$0.00

Please Remit all Payments to:
Six Flags America LP
PO Box 4210
Largo, MD 20775
Attn: Finance

Total Charges \$ 704.00

Invoice Total \$704.00

Payment Due: Upon Reciept

Table 1. Budget expenditures dedicated to ACE Funding

Audio-Technica ATW-901/H System 9 Wireless Headset System	West Music	219.95
Six Flags Field Trip Passes for Performance 5/23/14 (\$250 out of \$704 covered by ACE)	Six Flags	250.00
Costumes and Props		30.05
<i>TOTAL</i>		500.00

Exhibit 2

Photographs from performance of *The Music Man* at SHLES
May 20th & 23rd (2014)







Exhibit 3

Photographs from PG County Music Day at Six Flags
May 23rd (2014)





The Bladensburg Police Department, Bladensburg COPS program, and Cities and Town's in Prince George's County, Maryland are providing weatherization upgrades, funded by a MEA and DHCD grant, at no cost to the home owner if qualified, that will save you money on monthly utility bills and make your home more energy efficient.

Please contact Lieutenant James (Jim) Flynn 240-417-9098, or Assistant Project Manager Alison Miller 301-908-4079 to verify.

Prince George's County, Maryland, homeowners must meet income criteria and be willing to provide documentation of income. Page 1 and Page 2 of Federal Income Tax Return form 1040

Number of People Living in House	Owner(s) Only Annual Income Less than:	Number of People Living in House	Owner(s) Only Annual Income Less than:
1 ➡	\$63,650.00	2 ➡	\$72,750.00
3 ➡	\$81,850.00	4 ➡	\$90,950.00
5 ➡	\$98,250.00	6 ➡	\$105,550.00

The following make the home ineligible for this opportunity: False Income Statements or; Aggressive dogs not being safely handled; Drug use on premises; Threats to auditor; structurally inadequate; rental property; and/or other safety or issues prohibited by grant special conditions.

In addition to the above, the following could (after inspection) also make the home ineligible: Nub and Tub wiring (means you can't install attic insulation); Mold problem; water problem such as a hole in the roof or standing water in the basement; home sealed too tight resulting in the inability of fumes to escape through natural ventilation; major roof issues; major plumbing issues; or a Gas leak.

Veterans and/or Retired Homeowners will be given preference.

See accompanying Income Affidavit and Agreement, complete and then: Fax or Mail to: Lieutenant James (Jim) Flynn, Bladensburg Police Department, 4910 Tilden Road, Bladensburg, MD 20710; 301-209-7152; email: JFlynn@Bladensburg.net



EmPOWER CLEAN ENERGY Communities Grant Program
Prince George's Municipal Collaboration for L/M Income Energy Efficiency Upgrades
Maryland Energy Administration Grant No.: 2015- PENDING APPROVAL

Affidavit of Income







Applicant's Name: _____

Address: _____

City, State, Zip: _____

Phone Number: (Home) _____ (Cell) _____ Work: _____

email: _____

Number of People Living in House	Owner(s) Only Annual Income Less than:		Number of People Living in House	Owner(s) Only Annual Income Less than:
1 	\$63,650.00		2 	\$72,750.00
3 	\$81,850.00		4 	\$90,950.00
5 	\$98,250.00		6 	\$105,550.00

I certify that there are _____ persons living in the house and my/our annual gross income is LESS THAN the stated maximum allowable income identified above in the "Income Table." Supported by the following document which is attached: _____ initial

☐ 2013 or 2014 Federal Form 1040 Income Tax Return (Page 1 and Page 2 only)

or

☐ Social Security Annual Benefit Stub or proof of income.

Please complete and return the affidavit with your TAX Forms (income verification) to: Lieutenant James Flynn, Bladensburg Police Department, 4910 Tilden Road, Bladensburg, Maryland 20710; fax# 301-209-7152, email: JFlynn@Bladensburg.net for appropriate processing. I understand that this information is subject to verification by the State of Maryland.

I solemnly declare, under oath, and subject to the penalties of perjury, declare that the above information is true and correct to the best of my knowledge, information and belief.

Signature of Affiant Date

Person Receiving Affidavit Date

Customer Consent to Obtain Energy Information

The Maryland Energy Administration (MEA) works to promote affordable, reliable, clean energy. As part of this mission, MEA administers programs that are geared towards making Maryland homes and businesses more comfortable, efficient, and affordable through energy savings measures.

WHY WE NEED A RELEASE – For our clean energy programs to be successful, MEA needs to compare energy use before and after energy upgrades. To understand how effective these measures are in reducing your energy bills, we need access to your home's/building's actual energy data for up to three years after the planned energy upgrade of your home/building. This data will allow us to evaluate measure and verify the effectiveness of our programs in order to provide Maryland with the best energy programs possible. We take the security and privacy of your information very seriously. To the fullest extent permissible under the Maryland Public Information Act, §10-611 et seq. of the State Government Article, MEA will not divulge any of your confidential information outside of the agency or use it for any other purpose. **This is a voluntary form.**

Utility and Energy Supplier Information

Gas Utility: _____ Account #: _____

Electric Utility: _____ Account #: _____

Other Fuel Supplier: _____ ☐ Oil ☐ Propane

Account #: _____

Utility and Energy Supplier and Program Information Release

ENERGY USAGE INFORMATION RELEASE: As the account holder, I hereby authorize the utilities and fuel or energy suppliers named above to release account and energy information (including my name, address, account number, and usage) to MEA, solely for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of the program I have agreed to participate in. This authorization is given for monthly electric and natural gas and annual fuel oil and bottled propane consumption data for my household for up to 3 years after the date entered by the participant on this form.

PROGRAM DATA RELEASE: MEA will on occasion publicly report on program progress. Any public report released by MEA in conjunction with this program will have all personal information such as name, address and account number removed before it is released.

RELEASE PERIOD: This authorization covers the period starting 1 year before the date below and ending 3 years after the date below. You may revoke this consent at any time in writing to MEA. The revocation will be effective upon receipt by MEA of your written revocation of consent.

CONSENT: I understand and agree that my account information (including my name, address, account number, and usage or consumption information) will be provided to MEA by the above-named utilities and fuel or energy suppliers for the sole and limited purpose of evaluation, measurement and verification. By signing this release, I authorize the above-named utilities and fuel or energy suppliers to release my customer account information to MEA.

Signature: _____ Date: _____

Printed Name: _____

Address of Household/Building Participating in the MEA Program: _____

BOARD OF LICENSE COMMISSIONERS

January 27, 2015

NOTICE IS HEREBY GIVEN: that applications have been made with the Board of License Commissioners for Prince George's County, Maryland for the following alcoholic beverage licenses in accordance with the provisions of Article 2B.

TRANSFER

Margery Breneman, Vice President, Annette London-Hawk, Assistant Secretary, Anthony Atmonavage, Assistant Secretary, for a Class B(BH), Beer, Wine and Liquor License for the use of Marriott Hotel Services, Inc., **t/a AC Hotel Washington DC/ National Harbor**, 156 Waterfront Street, National Harbor, 20745 transfer from NH License, LLC, t/a Aloft Washington National Harbor, 156 Waterfront Street, National Harbor, 20745, Jon Milton, Member, Vann Armen Avedisian, Member, Andre Jay Gingles, Member.

Atty: Linda C. Carter, Esquire Opp: _____

Jorge Cesar Menendez-Colocho, President/Secretary/Treasurer, for a Class BL(R), Beer, Wine and Liquor License for the use of Matthew Group, Inc., **t/a Omega Lounge**, 1401 University Boulevard E., Unit 12, Hyattsville, 20783 transfer from Matthew Group, Inc., t/a Omega Lounge, Victor Padilla, President/Treasurer, Jose Rigoberto, Secretary.

Atty: Matthew Gorman, Esquire Opp: _____

TRANSFER OF LOCATION

Phani K. Damaraju, Member-Manager, Harbans Lal, Member-Authorized Person, for a Class A, Beer, Wine and Liquor License for the use of Town Center Wine and Spirits, LLC, **t/a Town Center Wine and Spirits**, 6401 America Boulevard, #110, Hyattsville, 20782, transfer of location from MAARK, Inc., t/a George's Liquors, 4301 Bladensburg Road, Colmar Manor, 20722, Rupen Desai, President/Treasurer.

Atty: Robert J. Kim, Esquire Opp: _____

Norman L. Hawkins, President/Treasurer, Shirley Pierpont, Vice President/Secretary for a Class B, Beer, Wine and Liquor License for the use of Prince George's Concession, Inc., **t/a AMF Laurel Lanes**, 10513 Baltimore Avenue North, Laurel, 20701 transfer of location from Royal Jade, LLC, t/a Royal Jade, 7401 Greenbelt Road, Greenbelt, 20770, Lynn Tu, Authorized Person/Member, George T. McVicar, Authorized Person/Member.

Atty: Linda Carter, Esquire Opp: _____

Cole Whaley, Managing Member, for a Class B, Beer License for the use of Coles Palette, LLC, **t/a Café Rue**, 11120 Baltimore Avenue, Beltsville, 20705 transfer of location from Prince George's Concession, Inc., t/a AMF Laurel Lanes, 15013 Baltimore Avenue, Laurel, 20707, Norman L. Hawkins, President/Treasurer, Shirley Pierpont, Vice President/Secretary.

Atty: Linda Carter, Esquire Opp: _____

Kevin O. Onyona, Authorized Person, for a Class B, Beer, Wine and Liquor License for the use of Swahili Village Bar & Restaurant Boma, LLC, **t/a Swahili Village Bar & Restaurant**, 10800 Rhode Island Avenue Bay N&O, Beltsville, 20705 transfer of location from Boma, LLC, t/a Swahili Village Bar & Restaurant, 10606A Baltimore Avenue, Beltsville, 20705, Kevin O. Onyona, Authorized Person.

Atty: Linda Carter, Esquire Opp: _____

NEW

Sharon Harris, Owner, Gregg Walker, Member, for a new Class D, Beer and Wine License for the use of Aroma Cigar Lounge MD, LLC, **t/a Aroma Cigar Lounge**, 604 Main Street, Laurel, 20707.

Atty: _____ Opp: _____

Jon Silverman, Managing Member, Drake Jordan, Member, for a new Class D, Beer and Wine License for the use of Natural Burgers MD, LLC, **t/a BurgerFi**, 14708 Baltimore Avenue, Suite 110, Laurel, Maryland 20707.

Atty: Sean Morris, Esquire Opp: _____

Domingo Manana, Owner, Flor Manana, Manager, for a new Class D, Beer and Wine License for the use of Flordom, LLC, **t/a Curzis Seafood**, 3006 Hamilton Street, Hyattsville, 20782.

Atty: _____ Opp: _____

Michael P. Harrison, President/Treasurer, Sylvia E. Brown, Secretary, for a new Class D, Beer and Wine License for the use of Four Greeks, Inc., **t/a Yia Yia's Kitchen**, 10413 Baltimore Avenue, Beltsville, 20705.

Atty: Matthew Gorman, Esquire Opp: _____

John A. Weiler, Authorized Person, Scott A. Schwartz, Authorized Person, for a new Class B(BLX), Beer, Wine and Liquor License for the use of WAA-Laurel, LLC, t/a **Buffalo Wild Wings**, 14724 Baltimore Avenue, Unit 112, Laurel 20707.

Atty: Leanne Schrecengost, Esquire Opp: _____

Wenting Jiang, President/Manager Member, for a new Class B(BLX), Beer, Wine and Liquor License for the use of Goodies Food, LLC, t/a **East Pearl**, 7701 Greenbelt Road #101, Greenbelt, 20770.

Atty: Eugene J. Mark, Jr., Esquire Opp: _____

Robert Doran, CFO/President, Jeffrey Rager, CFO/Secretary, Kevin Keller, Assistant Secretary, for a new Class B(BLX), Beer, Wine and Liquor License for the use of Granite City of Maryland, Inc., t/a **Granite City Food & Brewery**, 200 American Way, National Harbor, 20705

Atty: Linda Carter, Esquire Opp: _____

Lester Pollitt, Jr., Member Manager/Authorized Person, for a new Class B(BLX), Beer, Wine and Liquor License for the use of LPJ, LLC t/a **Hurricane Grill & Wings**, 310 Dormer Avenue, Laurel 20707.

Atty: Linda Carter, Esquire Opp: _____

Jason E. Berry, Member, Michael H. Reginbogin, Member, for a new Class B(BLX), Beer, Wine and Liquor License for the use of Knead Hospitality & Design, LLC t/a **Succotash**, 186 Waterfront Street, Oxon Hill, 20745

Atty: Linda Carter, Esquire Opp: _____

A hearing will be held at Bladensburg Town Hall, 4229 Edmonston Road, Bladensburg, Maryland 20710, **10:00 a.m., Tuesday, January 27, 2015**. Additional information may be obtained by contacting the Board's Office at 301-699-2770.

BOARD OF LICENSE COMMISSIONERS

Attest:

Diane M. Bryant

December 23, 2014

Report # 15-01

January 6, 2015

ADVISORY COMMITTEE ON EDUCATION REPORT TO COUNCIL

SUBJECT: ACE GRANT PROPOSALS - 2015

BACKGROUND: The Advisory Committee on Education recently solicited grant proposals for the 2014-2015 school year. The budget available to be allocated to ACE grants is \$9500.00.

ACE solicited grant proposals for up to \$500 each from the seven ACE core schools: Greenbelt Elementary, Springhill Lake Elementary, Magnolia Elementary, Robert Goddard French Immersion School, Turning Point Academy, Greenbelt Middle and Eleanor Roosevelt High School. Proposals were welcome either from the school itself or from the school's parent-teacher organization. There was no limit to the number of proposals that could be submitted from each school. The proposals were due on November 3, 2014. The proposals were for activities that will take place between February 15, 2015 and the end of the 2015-2016 school year.

This year, Council approved a \$2000 increase over last year's ACE grant budget, as ACE had requested. Last year there were 17 proposals approved; this year ACE recommends approval of 20 proposals. With 4 proposals received from RGFIS (a new ACE core school), a proposal from TPA (which has never submitted an ACE grant proposal before) and continued strong interest from the other schools, ACE believes that the budget increase was well justified. ACE thanks Council for continuing to support ACE's programs and Greenbelt's schools.

The ACE Grants Program will support activities that enhance or enrich school-based activities. Some examples include supporting field trips, bringing an activity into the school, or purchasing equipment and materials for a special project. The grants are NOT intended to underwrite items that are normally supplied by the school system such as copier paper, etc.

In previous years, ACE has organized a grant-writing workshop, sometimes in partnership with the Greenbelt Community Foundation (GCF). This year, the GCF ran a workshop on their own and ACE decided not to run an additional workshop.

ACE runs clubs at two ACE core schools, with a Reading club at SHLES and Science and Reading clubs at MES. The clubs, which are not funded by the grants program, provide some balance in ACE programs between the schools in different locations throughout the city.

FINDING: ACE received 33 proposals from 6 schools for a total request of \$15,992.10. Proposals were submitted from Greenbelt, Springhill Lake and Magnolia Elementary Schools, Turning Point Academy, Robert Goddard French Immersion School and Eleanor Roosevelt High School. ACE did not receive any proposals from Greenbelt Middle School. ACE notes that although TPA has been eligible to apply for ACE grants for several years, this is the first year that a proposal from TPA has been received.

Selection of the proposals for funding is made by the Greenbelt City Council based on the input from ACE. This table is a summary of ACE recommendations. The details are below.

#	School	Title	Request	Recommend
1	TPA	Growing Your Garden Along with Growing Your Child	\$ 500.00	\$ 500.00
2	SHLES	Bike Safety Items	\$ 500.00	\$ -
3	SHLES	Bike Safety Program	\$ 500.00	\$ -
4	SHLES	Bilingual Books Bonanza	\$ 500.00	\$ 500.00
5	SHLES	Patuxent Research Refuge Trip	\$ 500.00	\$ 500.00
6	RGFIS	Prix Filant	\$ 464.51	\$ -
7	RGFIS	Art for the Environment	\$ 500.00	\$ 500.00
8	RGFIS	Beanbags, Bears and Books	\$ 457.97	\$ 457.97
9	RGFIS	Green City Challenge - Lego Robotics	\$ 500.00	\$ 500.00
10	ERHS	9th Grade Academy	\$ 500.00	\$ 500.00
11	ERHS	Colored smoke effect for "Aladdin and the Jinn"	\$ 410.00	\$ 410.00
12	ERHS	AP Capstone Program - Human Geography Technology	\$ 499.00	\$ -
13	ERHS	9th Grade Academy Parent Nights	\$ 500.00	\$ 500.00
14	ERHS	ERHS Journalism Print Edition of The Raider student newspaper	\$ 500.00	\$ 500.00
15	ERHS	Victory Garden	\$ 500.00	\$ 500.00
16	MES	Magnolia's Outdoor Hands-On Classroom	\$ 500.00	\$ 500.00
17	MES	Healthy School Initiative	\$ 495.83	\$ -
18	MES	The Hollow Stump Performance	\$ 486.00	\$ 486.00
19	MES	Technology	\$ 500.00	\$ -
20	MES	Cultural Performing Arts School Assembly	\$ 500.00	\$ 500.00
21	MES	Creating Quality Small Group Centers with iPad	\$ 498.00	\$ -
22	MES	Phonics Blitz	\$ 498.00	\$ 498.00
23	GES	Read Alouds in Classroom Centers	\$ 500.00	\$ 500.00
24	GES	Positive Behavior Intervention Program (PBIS)	\$ 400.00	\$ -
25	GES	Boggle/Scrabble Tournament Fundraiser	\$ 500.00	\$ -
26	GES	Literacy Day May 2015 Culminating Event	\$ 500.00	\$ -
27	GES	Books! The Magic is Real	\$ 500.00	\$ 500.00
28	GES	Compost Tumbler	\$ 500.00	\$ -
29	GES	SMART Boards for Music Initiative	\$ 500.00	\$ -

30	GES	Supplies for the Art Program of GES	\$ 500.00	\$ 500.00
31	GES	I-Ready	\$ 500.00	\$ -
32	GES	Chess Club Games	\$ 282.79	\$ 282.79
33	GES	Class set of ukuleles	\$ 500.00	\$ 500.00
		Totals	\$ 15,992.10	\$ 9,634.76

Proposal Review

ACE met on Tuesday, December 2, 2014, to consider the proposals. For each proposal, the committee listed the strengths and weaknesses and assigned a numerical score on a 100-point scale. The points were assigned according to the following scale:

- Intrinsic merit (40%) – Will the proposed project enhance or enrich school-based activities? Does it meet the criteria listed in the ACE grants call?
- Budget (30%) – Is the proposed budget realistic? Is the budget well justified?
- Benefit to students (20%) – Will the program provide wide benefit to the students in the school, or will it just benefit a few students?
- Proposal format (10%) – Did the proposal follow the proposal rules, including proposal length, project schedule, requisite signatures, etc.? (Note: severe violation of the proposal rules could result in rejection.)

On the basis of this careful consideration, the committee makes the following recommendations:

Proposals:

1) **Growing Your Garden Along with Growing Your Child. TPA. Recommended funding: \$500 (full funding.)**

Summary: Turning Point Academy has requested funds to expand its School Garden program, making the gardens larger and adding new crops, particularly vegetables that have not been grown previously in the garden. The garden serves as a laboratory where the children learn about plants, the environment, and nutrition. The children also will work in the garden, providing an opportunity for physical activity, and working cooperatively. The proposal requests funding for gardening tools, soil, and seed packets.

Strengths: The program envisioned by TPA offers a variety of benefits to the students, including perspectives on biological and environmental sciences, physical activity, social responsibility, and healthy habits. The garden affects all students at the school and gives the teachers an opportunity to incorporate the lessons from the garden into a wide variety of lesson plans.

Weaknesses: None.

2) **Bike Safety Items. SHLES. Recommended funding: \$0 (no funding.)**

Summary: Purpose of this grant is to purchase a set of 30 bike helmets as well as chains and locks to store bikes.

Strengths: This grant would help students learn the importance of wearing helmets while riding their bicycles. The bikes used in this project would be stored at the school.

Weaknesses: The proposal did not have a budget. It was linked to a second proposal (Bike Safety Program), in violation of the ACE grant rules.

3) Bike Safety Program. SHLES. Recommended funding: \$0 (no funding.)

Summary: The goal of this grant is to obtain bicycles of different sizes to be used to teach students at Springhill Lake Elementary how to ride.

Strengths: Some students at SHL do not learn to ride when they are young and are embarrassed by their peers as they age. This program would help students learn to ride bikes safely.

Weaknesses: The proposal is very short and not well focused. It is not clear how the money would be spent as no budget is given. Also, this proposal is coupled with another also asking for \$500. Coupling proposals to request a total larger than \$500 is not permitted by the rules of the solicitation.

4) Bilingual Book Bonanza. SHLES. Recommended funding: \$500 (full funding.)

Summary: While Springhill Lake ES has a significant population of Spanish-speaking ESL students, the library contains only two Spanish-English bilingual books. This proposal will purchase an additional 30 such books for use by the school community. Students will be able to share these books with parents who do not read English. Parental involvement in reading activities has been shown to increase literacy rates. The new resources will allow families who speak Spanish at home to share in these benefits.

Strengths: Spanish-speaking ESL students will have additional materials to help with English language development. Spanish-speaking parents who do not read English will be able to be more involved in their child's education. The books are durable and will provide a long-lasting benefit.

Weaknesses: None.

5) Patuxent Research Refuge Trip. SHLES. Recommended funding: \$500 (full funding.)

Summary: This field trip is for the 4th grade students to learn about Life Science through the daily activities of a sea otter. The 2 day trip will include a hike through marked trails at the refuge, a lesson on the day in the life of a sea otter and they will learn about the history of the park. Although entry is free, the transportation needs to be covered.

Strengths: The visit to the Patuxent Research Refuge will be a great introduction to the Life Science unit which will cover ecosystems, food chains and webs, habitats and adaptations. This is also a complement to the Social Studies content area as well.

Weaknesses: None.

6) Prix Filant. RGFIS. Recommended funding: \$0 (no funding.)

Summary: The Prix Filant (Shining Star) program would recognize 32 students for good behavior, based on PBIS, and provide a breakfast for them and their parents as well as certificates for the students.

Strengths: The strength of PBIS lies in training teachers to routinely seek and recognize good behavior in their classrooms. This would recognize students who would not normally otherwise be recognized and encourage their parents to get involved in the school.

Weaknesses: The majority of the budget was allocated to providing a breakfast for the recognized students and their parents. The reviewers felt that providing food for the ceremony was not a good use of ACE grant funds, as there were other compelling proposals. The certificates were a minor part of the proposed budget.

7) Art for the Environment. RGFIS. Recommended funding: \$500 (full funding.)

Summary: Students at the Robert Goddard French Immersion School would have an opportunity to paint murals on recycling bins located throughout the school. The project would have a two-fold benefit, teaching students how to use basic elements of art while enhancing the recycling program. Children in two after-school clubs would work together to create the artwork on the recycling bins. Everyone in the school would enjoy the decorative bins and observe how art is an integral part of our everyday world.

Strengths: The combined effort of two after-school clubs would emphasize the importance of maintaining our environment and demonstrate the value of art to everyone in the school. The students who are participating directly in painting the murals on the recycling bins will learn cooperation and gain perspective in the values of each of the two clubs. The public display of the importance of art and the environment will reflect the values of the school as they settle into their new facility at the former Greenbelt Middle School. The proposal included a detailed budget.

Weaknesses: None.

8) Beanbags, Bears and Books. RGFIS. Recommended funding: \$457.97 (full funding.)

Summary: The media center in the former Greenbelt Middle School building is configured for a middle-school population. This proposal will add inviting spaces for the elementary school students. It will provide a start-up for programs and projects that encourage wider reading and inspire underachieving students. The idea is to make students more comfortable and relaxed with a literacy rug, beanbags and teddy bears. The grant will be used to purchase the rug and beanbags; the bears will be donated by parents. Middle school students will be matched with younger children in a book club format.

Strengths: This project will increase parental involvement supporting literacy and inspire more student interest in reading. Involvement of older children helps model good reading habits and gives support and encouragement to younger readers as they do more reading for enjoyment and as a way to improve their reading skills. Younger children are encouraged to bring teddy bears and parents also will donate teddy bears for the reading space.

Weaknesses: None

9) Green City Challenge Lego Robotics. RGFIS. Recommended funding: \$500 (full funding.)

Summary: The grant will expand the Robert Goddard French Immersion involvement in the Lego Robotics league to the younger age group of 6-9 years old. The theme of the upcoming spring Lego effort is Green City Challenge, which aligns with the Green School initiative at Robert Goddard.

Strengths: Involvement in Robotics will promote STEM education and provide feeders for the High School teams. The theme this year is environmental, including solar electricity. The proposal is well-written and detailed and includes appropriate references for assertions. A project timeline is given and expected outcomes are provided. A clear budget is given as well.

Weaknesses: none

10) 9th Grade Academy. ERHS. Recommended funding: \$500 (full funding.)

Summary: The 9th Grade Academy is a newly established program at ERHS which serves 9th graders identified as being at risk of not progressing from the 9th to the 10th grade. Students are provided with both academic and social support. This proposal will help fund a trip to Terrapin Adventures, a team-building ropes course, for all 50 members of the 9th Grade Academy. The course is designed to encourage teamwork and improve group communication and cohesiveness. It will give the students a chance to work together in creative problem-solving.

Strengths: As many of the students in this program come from low-income families, this will be a unique experience for them. This type of activity helps students learn that they can succeed at difficult tasks. Enhanced communication and trust will provide additional benefits in the classroom. The grant will fund 40% of the cost with the remainder of the money coming from ERHS and the students, who will be asked to contribute a small amount to make sure they are invested in the program.

Weaknesses: None.

11) Colored smoke effect for "Aladdin and the Jinn." ERHS. Recommended funding: \$410 (full funding.)

Summary: ERHS has a very active drama department. The drama 3 class includes advanced acting techniques and technical theatre, which will culminate in a performance of "Aladdin and the Jinn" in March. The show is a modern retelling of the classic story of Aladdin, incorporating references to conflicts in the modern Middle East. The show also includes a genii and elements of magic, which will be enhanced with a combination fog machine and changing colored lights, purchased by this grant.

Strengths: the inclusion of advanced technical theatre provides synergy between the drama department and the school's Science and Technology program. The purchased fog machine can also be used in future productions. The proposal includes a well-documented budget. The show itself incorporates elements of literacy, current affairs and research, as well as acting and technical theatre.

Weaknesses: none.

12) AP Capstone Program- Human Geography Technology. ERHS. Recommended funding: \$0 (no funding.)

Summary: This grant is for the purchase of an iPad to be used with the AP Human Geography classes.

Strengths: There are many classroom activities that would be simpler to do with an iPad instead of a PC, and which would enhance the learning of these AP students.

Weaknesses: Although more convenient, the iPad will not provide any lessons not already available with a PC. The iPad was primarily for the use of the teacher and would not directly benefit the students. AP Human Geography, as a challenging course, has a limited number of students who will benefit from this purchase.

13) 9th Grade Academy Parent Nights. ERHS. Recommended funding: \$500 (full funding.)

Summary: Eleanor Roosevelt High School plans to organize meetings between school staff and parents of students who are at risk of repeating ninth grade. To facilitate the meetings and provide a positive experience for the parents, ERHS proposes to purchase food to be served at the last two quarterly meetings of the 2014 – 2015 school year.

Strengths: The proposed effort addresses an at-risk population of students. Parents can contribute significantly to their child's success, but some parents lack the necessary resources or knowledge. Parents of students in the 9th Grade Academy program have asked for help from the school in areas of homework, technology, and preparing for college. Providing food at these meetings increases the likelihood that the parents will attend, which will increase the overall effectiveness of the program.

Weaknesses: The proposal lacks a detailed budget, although the amount requested is reasonable to provide food for the two meetings. Some reviewers were skeptical of the use of an ACE grant primarily to provide food for parents and students. However, after discussion, the committee concluded that encouraging parental involvement for this particular at-risk population justified this use of the grant money.

14) Journalism Print Edition of *The Raider* Student Newspaper. ERHS. Recommended funding: \$500 (full funding.)

Summary: The journalism program which produced *The Raider* student newspaper is now a class. This class provides students with experience in writing, photography, web design and management. The grant would be used to publish a printed edition of the paper as a supplement to the weekly online editions.

Strengths: On-line journalism and printed journalism have substantial differences, and this grant would give the students experience with both. The paper edition would give student writers tangible clips for their college application portfolios as well as valuable experience of layout design for a print format. College and major newspapers usually have both print and online editions so *The Raider* print edition would be excellent experience for students who plan on journalism as a career. Students are affected by this publication directly as regular writers and photographers, layout designers, and editors but also are involved as part of numerous features and stories throughout the year covering sports, student life and many school events.

Weaknesses: This project supports only a small part of total school-based activities and it does not directly impact most of the large school population.

15) Victory Garden. ERHS. Recommended funding: \$500 (full funding.)

Summary – Funds are sought to buy compost bins for the Victory garden at ERHS and to purchase materials to grow flowers.

Strengths – The compost bins would be available to all students in the cafeteria. The Victory garden club involves over 100 students in after school activity. The proposal details the expenses well for the compost bins.

Weaknesses – more detail could have been provided on the costs for the flower materials.

16) Magnolia's Outdoor Hands-On Classroom. MES. Recommended funding: \$500 (full funding.)

Summary: This grant will enable students at MES to expand their existing outdoor garden classroom to allow more students to use the space. The additions will include outdoor seating for instructional use, more raised vegetable beds so more classes can adopt a garden, a growing tower for the strawberry patch and a storage box for gardening tools. The grant will also be used to establish a Monarch Peace Garden to attract Monarch butterflies during migration. Students will be able to study butterfly migration and will establish a sister school in Mexico to learn about the butterflies' overwintering grounds.

Strengths: The gardens are providing lessons in agriculture, math and science record-keeping, art, creative writing, business, and service learning for the entire school. Providing a more useable outdoor space will make it easier for the school to derive maximum benefit from the gardens. The addition of the Monarch Peace Garden will provide not only instruction on the life cycles of butterflies but also cultural interaction with students in the Mexican sister school.

Weaknesses: None.

17) Healthy Schools Initiative. MES. Recommended funding: \$0 (no funding.)

Summary: The grant proposes to purchase food, water, supplies and prizes for the Walk for Education fundraiser, the Walking Club and the Turkey Trot race.

Strengths: The activities are part of the Healthy Schools Initiative, promoting walking and running for fitness.

Weaknesses: The Walk for Education is a fundraiser and prizes are already planned within that program. If additional prizes are appropriate, then they could be funded by the money raised. The Turkey Trot can be done without costumes and prizes. Supplies for the Walking Club were the best justified part of the proposal, but were a very minor part of proposed budget.

18) The Hollow Stump Performance. MES. Recommended funding \$486.00 (full funding.)

Summary: This grant would provide two performance of a puppet show by Beech Tree Puppets' Ingrid and Ole Hass. Each show will be attended by 142 K-3 students, and there would be Art and Writing projects to reinforce the concepts.

Strengths: Beech Tree Puppets has a proven record of success. These performances would reach many students, and the accompanying activities would be beneficial.

Weaknesses: None

19) Technology. MES. Recommended Funding: \$0 (no funding.)

Summary: Request for an iPad for usage during the school day with ESOL (English Second Language) students. The idea is to download educational applications in order to further enhance the daily activities.

Strengths: The students able to access the technology would benefit from reading, writing and other applications to support their classroom activities.

Weaknesses: The request for one iPad is not conducive to an entire class of students, or even to share with other teachers and their students. This type of technology could potentially be provided by the school through the school's budget.

20) Cultural Performing Arts School Assembly. MES. Recommended funding: \$500 (full funding.)

Summary: ACE grant funds would help bring Step Afrika to perform at the school. This would be a highly interactive 50- minute performance that highlights rhythm, physical movement, and the history of Afro-American culture.

Strengths: This performance introduces the concepts of teamwork and discipline and it incorporates world traditions to educate students about a different culture. Since students are actively involved they get more physical activity. They will also have follow-up activities such as writing about what they experienced and learned from the performance.

Weaknesses: Two shows are needed for full school participation, so the ACE grant will only partially fund the performances. The remainder of the \$1,330 will be raised through school fundraisers.

21) Creating Quality Small Group Centers with iPad. MES. Recommended funding: \$0 (no funding.)

Summary: Funds are sought to purchase an iPad to be used as an instructional aid in a 4th grade teacher's classroom.

Strengths: iPads are easy to use.

Weaknesses: The class already has computer. Only 17 students are impacted. Computers are one of the items that schools buy for classrooms. There was concern over how much a single iPad would benefit a classroom of students.

22) Phonics Blitz. MES. Recommended funding: \$498 (full funding.)

Summary: MES has a number of students in the upper grades (3-6) who are currently scoring below grade level in reading. Many of these children are lacking in basic phonics skills. Phonics Blitz is a program designed specifically to help older children (4th grade and above) who struggle with reading multisyllabic words and words with advanced vowel patterns. The lessons are targeted and age-appropriate to ensure that students see quick improvement. The grant money will be used to purchase teaching manuals and student materials adequate for use by 50 students.

Strengths: Reading is a fundamental skill. Children who lack phonics skills in the 4th grade and beyond cannot cope with the increasing complexity of texts as they move on in school. This program will help those most at risk of falling behind.

Weaknesses: None.

23) Read Alouds in Classroom Centers. GES. Recommended funding: \$500 (full funding.)

Summary: the grant would be used to purchase audiobooks on CD to be used as read-alouds in classroom centers. With the complex curriculum, it is not always possible for the teacher to find time to read to the children every day.

Strengths: It is well documented that reading to small children aids in cognitive and literacy development. Audiobooks give the teacher flexibility to differentiate within the classroom, and to challenge students to follow-along with books that are above their current reading level. The audiobooks will be stored in the professional section of the library and will be available to all of the teachers within the school.

Weaknesses: The proposal would have benefitted from a more specific budget. A list of audiobooks to be purchased along with prices would have been helpful.

24) Positive Behavior Intervention Program (PBIS). GES. Recommended funding: \$0 (no funding.)

Summary: This grant would provide funding for the continuation of the PBIS program, which is used school-wide. It would be used to purchase the items for the school store, plus a movie night for 100 students.

Strengths: The strength of PBIS lies in training teachers to routinely seek and recognize good behavior in their classrooms.

Weaknesses: PBIS requires a continuous source of funds to provide awards. ACE grants helped initiate the PBIS program at GES several years ago, but there were higher ranked proposals this year. The budget section of this grant proposal did not include specifics on how the money would be spent.

25) Boggle/Scrabble Tournament Fundraiser. GES. Recommended funding: \$0 (no funding.)

Summary: Greenbelt Elementary School is planning to host a fundraiser to promote literacy. The fundraiser event will include a games tournament using Boggle and Scrabble. The school is requesting funding from ACE to purchase the games as well as books to be given away as incentives.

Strengths: The proposed games night would raise money to increase literacy in the school population.

Weaknesses: The funding requested from ACE would have at best an indirect impact on literacy. The tournament would be part of a larger community fair event, and the contribution from ACE would be diluted relative to other programs. The proposal did not include a budget and was not clear how funds from the ACE grant would be used. If the proposed event is a fundraiser, it wasn't clear why the grant was required.

26) Literacy Day May 2015 Culminating Event. GES. Recommended funding: \$0 (no funding).

Summary: This would be the culminating event celebrating commitment to implement intermittent literacy initiatives that include authors as guest speakers, book giveaways, book clubs and academic initiatives that support the PGCPs literacy initiatives.

Strengths: This event will involve the community and rally support for raising every student's awareness about the significance and promotion of literacy.

Weaknesses: The descriptions of the event and the role of the ACE grant were inadequate. The proposal did not include a budget or indicate how the grant money would be used at the event.

27) Books! The Magic is Real. GES. Recommended funding: \$500 (full funding.)

Summary: Funds are sought for two performances of "Books-the Magic is Real" by Joe Romano. The performances involve magic in telling the stories from such books as the Harry Potter series. Story endings are withheld to motivate students to read the books.

Strengths: All students at the school would be able to attend one of the two performances.

Weaknesses: Evidence of the cost of the performances (\$795) not provided. Firm commitment for the additional funds needed not demonstrated.

28) Compost Tumbler. GES. Recommended funding: \$0 (no funding.)

Summary: GES is establishing an Environmental Green Team made up of 5th graders. The Green Team will work to improve the environment of GES. The grant requests funds to purchase two composting tumblers and to fix the nature path located behind the school's sport field.

Strengths: The composters will compost school food waste and teach students the benefits of reducing and recycling trash. Fixing the nature path will make it more usable for all of the students at GES.

Weaknesses: The grant did not include a budget or a plan for what would be done with the nature path. The requested funds were not justified by the description of the program. A list of items to be purchased would have improved this proposal.

29) SMART Boards for Music Initiative. GES. Recommended funding: \$0 (no funding.)

Summary: The grant would contribute to the cost of installing a Smart Board in the music classroom.

Strengths: All students at GES have music, and would benefit from the installation of a Smart Board in the music classroom.

Weakness: The installation of a Smart Board would require \$3000, and the proposal did not indicate where the additional funding would come from. The proposal would have also benefitted from a clearer description of how the technology would be used.

30) Supplies for the Art Program of GES. Recommended funding: \$500 (full funding.)

Summary: This grant would be used to purchase various supplies and tools for printmaking, clay, and painting, to be used in art classes.

Strengths: The School System has recently provided for a full-time Art Teacher, allowing GES students to have Art every week, instead of once per quarter as in previous years. However, the funding for Art supplies is very limited within the school budget. Art materials were purchased with an ACE grant in 2010 and have been used in the past few years, but they are nearly used up.

Weaknesses: The proposal would have been better if the budget section had more detail.

31) I-Ready. GES. Recommended funding: \$0 (no funding.)

Summary: Greenbelt Elementary School proposes purchasing additional licenses of the I-Ready program, which is a diagnostic program that can be used to identify and track the needs of students in reading and mathematics at a detailed level. The program is currently used by PGCPs for some special education students. The school proposes purchasing licenses to aid students who are not identified as special education students but who are struggling in the classroom.

Strengths: The proposal addresses an at-risk population.

Weaknesses: The proposal does not identify the number of students who would be included in the program, nor how the school would determine which students would benefit most from the program. The total amount of money needed for the program is \$1,800 to provide licenses for 30 students in reading and mathematics. This is more than 3 times the maximum ACE grant and the proposal does not provide any information on how the additional money would be raised.

32) Chess Club Games. GES. Recommended Funding: \$282.79 (full funding.)

Summary: A chess club was implemented last year, but the chess boards used were the personal property of a teacher that is no longer at the school. In order to continue the club, the grant will be used to purchase 20 chess sets for the school to maintain and a demonstration board for the instructor to use for modeling.

Strengths: Research shows that the games of chess helps young people to learn concentration skills, to think logically, overcome obstacles and categorize information. It is also good when teaching self-discipline, planning, patience, focus and problem-solving skills. This club would be providing both educational and social enhancements.

Weaknesses: None.

33) Class set of ukuleles. GES. Recommended Funding: \$500 (full funding.)

Summary: The ukuleles being requested will be an enhancement to the intermediate music classes. Infusing the ukuleles into the music curriculum will be instrumental to the students during the unit on song writing.

Strengths: A ukulele has just 4 strings and is smaller in size than a standard guitar, providing a better fit for the younger students. The students will have the opportunity to learn simple chords and to accompany their own voices on popular tunes and folksongs. In addition to musical ability, the students will gain confidence and a feeling of accomplishment as they learn to navigate the ukulele.

Weaknesses: None.

RECOMMENDATION: This is the sixth year that ACE has solicited grant proposals. The ACE grants to schools program has been highly successful. The final grant reports received from the schools document the positive impact on education in Greenbelt that the program has had. The continued interest of the schools and the creativity of the proposed projects are a testament to the success of the program.

In this report, ACE recommends that the City Council approve funding for 20 proposals, totaling \$9,634.76 with the following distribution per school:

School	Proposals Submitted	Proposals Recommended	Amount Recommended
Turning Point Academy	1	1	\$ 500.00
Springhill Lake Elementary School	4	2	\$ 1,000.00
Robert Goddard French Immersion	4	3	\$ 1,457.97
Eleanor Roosevelt High School	6	5	\$ 2,410.00
Magnolia Elementary School	7	4	\$ 1,984.00
Greenbelt Elementary School	11	5	\$ 2,282.79
Greenbelt Middle School	0	0	\$ ----
Total	33	20	\$ 9,634.76

This year ACE budgeted \$9500 for ACE grants. ACE proposes to re-direct an additional \$134.76 into the grants program from other funds within the ACE budget.

Approved by ACE on 12/2/14 with a vote of 7-0 with two members absent.

City of Greenbelt, Maryland

Memorandum

To: City Council
From: Michael McLaughlin, City Manager
Date: January 9, 2015
Re: Theater Operation Proposals

The City has received three (3) proposals to operate the Theater. Because only one of the proposers has actual theater operation experience, it is not possible to compare the proposers on a financial statement or operational basis. Each of the three has a different vision and operational approach for the theater as well which further complicates comparison.

In my opinion, there is no guarantee that any of these approaches will succeed due to the limitations of a single screen theater. On the other hand, with City support over the past 12 years, the theater has been able to operate where other theaters have closed, and with city support, I would expect that to continue.

There are positives and negatives to each proposal. The P & G Theater approach has worked for years, but can it continue to compete as it has been breakeven financially? New theaters just opened in Laurel which may undercut 1st run market. The Greenbelt Cinema approach addresses the complaint about a movie being shown too long and brings more energy to outreach, but will patrons come for 2nd run movies and is using the theater for non-movie events acceptable? The Friends approach has worked in a number of communities (e.g. – Avalon, Bryn Mawr (PA)), and enables direct community involvement, but requires great energy and funding support.

I suggest the way to decide is to select the vision/approach which best balances in your view 1) probability of succeeding economically, 2) comes closest to your vision of the theater and its potential as a focus of the community, and 3) the level of city support with which you are comfortable. None of the proposals are without risk. On the other hand, the City owns the Theater and this Council and past Councils have shown the will to act to maximize the probability of success.

While the Council wants to select an operator as soon as possible, there remain key aspects to each proposal to be worked out such as more specifics on the programming scheduling as raised in Council's follow up conversations. This situation argues for taking more time to ensure the City gets the product/outcome it wants, instead of focusing on making a decision by a time certain and possibly short-changing the product/outcome. Finally, while no one wants an operator/approach to fail, it should be kept in mind that if a selected approach fails, another can be tried.

Below is a summary of the proposers and their proposals:

1. P & G Theaters – Paul Sanchez – established theater operator – has operated the Greenbelt Theater for approximately 30 years including the last 23. Has most recently run the theater as a first-run art film theater and proposes to continue in that manner. Has required City subsidy in recent years. Seeking four year contract with \$20,000 subsidy. Indicated outreach will be done but this has not been a focus in the past.
2. Greenbelt Cinema – Dennis Fincham – proposing showing 2nd run films, festivals and using

theater for other entertainment. Sees showing 2nd run films as allowing more frequent turnover of films. More robust outreach/promotion program than P & G. For example, has proposed scheduling daytime shows for nursing homes. Has never owned or been fiscally responsible for a theater, but former daily manager of theater is part of team. Not requesting a subsidy.

3. Friends of Greenbelt Theater – Caitlin McGrath – proposes non-profit community based theater. Has proposed most expansive vision and robust use of theater including documentaries, theme oriented programming and group oriented programming. Includes capital campaign for Phase II of project. Has no actual operating experience and lowest operating capital. Seeking first year subsidy of \$50,000 for operations and \$50,000 in second year for capital campaign.

/amb

cc: David Moran, Assistant City Manager
Beverly Palau, Public Information Coordinator
Cindy Murray, City Clerk
Department Heads

Response from P & G
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JAN 12 2015

Questions for All Three Proposal Makers

1) *Are you willing to incorporate ideas from other proposals? How flexible are you and the plan you proposed?*

I am open to the various program ideas suggested by the other two proposals. Some of these I could implement myself, such as Saturday morning screenings of good quality family films, or they could be managed by the groups that suggested them. I believe that by collaborating with other groups this way the community will have the best of both worlds: quality first-run films plus innovative alternative programming. In time, by building on past experience and being open to new ideas, a vibrant center for film based on two screens could be created that could be operated by a community non-profit organization. (Please refer to my original proposal under the section: "A New Vision for the Greenbelt Theater".) As I stated there, I would be happy to mentor any community group interested in pursuing this mission.

2) *When would the theater be available for other groups/programming? Specify days and hours, please.*

Please refer to my original proposal under the section "The Future of the Greenbelt Theater", under the heading "A New Partnership With the City of Greenbelt and the Community: The Next Three Years", and the subheading "Community Use of the Greenbelt Theater". The days and hours given there for when the theater could be available for community use are Mondays-Fridays, 9:00 AM-4:00 PM, and Saturdays and Sundays, from 9:00 AM to 12:30 PM.

Additionally, if a community organization such as the Utopia Film Festival could screen an entire week's worth of films, I could arrange for them to use the theater for seven consecutive days.

3) *What rent/fees would be charged to these groups? What would the City's Recreation Department programs pay?*

I would charge community organizations \$50.00 per hour. Please refer to my original proposal under the section "Proposed Operating Agreement for the Greenbelt Theater Between the City of Greenbelt and P & G Theatres, Inc.", under the subheading "Tenant's Responsibilities". This fee would cover the costs of insurance, utilities, staffing, etc. If a group such as the Utopia Film Festival could schedule a full week of programs I could work out a reduced hourly fee.

I would suggest \$25.00 per hour would be reasonable for Recreation Department programs: I recall from one of the recent work sessions that a representative from the Greenbelt Arts Center mentioned this was their rate, but of course that venue is much smaller and therefore less expensive to heat etc. The same fee could of course also apply to the Greenbelt Museum for screenings. The Museum has expressed an interest in starting tours of historic Greenbelt at the theater. If these didn't include a screening, there would be no charge. I assume the Museum would like to have exhibits set up in the lobby and a display area to sell their theater-related merchandise. Using the theater this way as a way to welcome visitors to Greenbelt is an excellent concept.

Questions for Both Mr. Sanchez and Mr. Fincham

1) Dr. McGrath has incorporated plans for a Capital Campaign to fund Phase II renovations in her budget. Who and/or how do you foresee funding these renovations?

The Friends of the Greenbelt Theatre in their proposal under "Financial Projections: Budget Analysis" state that a Capital Campaign for Phase Two would be their "major fundraising focus in years two and three." Their goal is "raise all necessary funds for the Phase Two renovations of the auditorium". This is an ambitious undertaking, but fund-raising is traditionally a main focus for "Friends" groups, and I believe that a capital campaign such as they describe would be best undertaken by a non-profit working in collaboration with the city. The Friends of the Greenbelt Museum of course serves as an excellent example of successful fund-raising by a "Friends" group.

I also agree that their concept of starting the Capital Campaign with the re-opening of the theater this winter is an excellent concept. For example, for the weekend that the theater re-opens, I could arrange for the Friends to use the majority of the operating hours for Capital Campaign programming, reserving one screening each night for the first run film. A good example of the kind of programming that I think could be considered is the excellent program Chris Cherry put together for the 75th Anniversary of Greenbelt celebrating film musicals from the 1930's. A similar arrangement could be made later in June for the Greenbelt Day celebration.

I would be happy to assist in any way to make these occasions successful.

Questions for Mr. Sanchez

1) Mr. Fincham has stated that he is the manager of his business; Dr. McGrath has stated that she is the Executive Director - and their payrolls give their salaries. Are you the proposed manager that is listed in your payroll?

As I explained in my answer to the follow-up question #2 about employees in December, I am the CEO of my company. I am not listed in the payroll chart I provided. My income from the Greenbelt Theater would depend on the profits or loss from box office sales. In my original proposal under "Business Plan" giving a projected budget for 12 months of operation the net income to my company would be \$27,316. This includes income from the theater of \$7,316 and \$20,000 in subsidy from the City.

This amount covers my actual work as the operator of the theater.

I hire and oversee employees,

I arrange with my booking agent for film rentals/arrange for all rental contracts

I take care of the payroll and other bookkeeping (bill paying etc.)

I arrange for maintenance and all repairs that the City is not responsible for

I am on duty 24 hours a day for emergency calls from the theater.

2) You mention an outreach-person-who will this be on your payroll?

If that position is not on your proposed payroll, why not?

What would that position's salary be?

The Community Outreach Coordinator will be a contracted position, similar to the contracted person for graphic design. They will be paid from my advertising budget. It is possible that the community outreach position could evolve into a part time position.

3) In your projected 2015 attendance and revenue figures (\$190,000), do they include special matinees, community events or just film tickets as you stated in your 2013 figures.

These figures cover first-run film screenings and special programs that I implemented, such as the monthly classic film screenings on Saturdays.

Response from P & G

4) Why does P & G feel that securing 1st run films is something that a newcomer cannot do, or at least not easily?

I never stated that securing first-run films was something that a new company or organizations could not do, but I do think that it would be difficult.

In order to run first-run films, the operator is required to sign contracts with each film company whose films the operator wishes to screen. Usually these contracts cover a minimum of a year. The contracts state that the operator will pay the film rental fees (which average for first-run films about 52% of gross box office receipts) when each booking is placed. The date that the fee is due is made at the time of each individual booking. Usually the rental fees are due 14 to 30 days after the FIRST week of engagement (film screening). Failure to not pay film rentals on time will result in the film company taking the operator off service, which means that the operator cannot book any more films from that company.

A new operator with no previous experience in theater operations will be required to pay an advance prior to the screening of a film on the film rental fee, until such time as the film company determines that the operator is not a credit risk. In my experience, this period could last up to two years. An operator could be dealing with 3-4 film companies within the first three months of operations. Each film company could ask for an advance for each film that could be as high as \$10,000 per film.

Under these circumstances, I would estimate that the total upfront costs for a new operator would be \$30,000 (this is with a payroll of \$7,500, film rentals of \$10,000, utility deposits of \$3,500, concession and janitorial supplies of \$3,000, insurance of \$5,000, and petty cash of \$1,000.00) At least another \$25,000 should be held in reserve for upcoming operating expenses for the first several months for a combined suggested capital of \$55,000.

If a new operator does not use a booking agent, the film companies will need a minimum of 30 days to process the operating applicant's request for a contract, before any films can be booked.

I advise any independent operator to work with a booking agent if they are interested in screening first-run films. A booking agent has all the contacts in the industry; they know when all the new films will be released etc. The film industry is infamous for changing release dates from day to day. It is not unheard of for release dates to be changed at the last minute. A

Response from P & G

booking agent will know when this happens as soon as it occurs, which will permit the operator to find another film, which is much easier to do with the help of an agent.

It is important to find a large booking agent that handles a lot of theaters. This insures that the agent has the booking strength that the operator of the Greenbelt Theater would need, because the targeted audience for the Greenbelt Theater fits a smaller niche: not just any mainstream film will be suitable.

In the 43 years I have operated movie theaters, I have seen many independent operators come and go. The biggest reason for their failure is under capitalization.

The theater business is unique in some ways and is unlike most others. The amount of business you do depends solely on the films you play. You could have the best looking theater in the entire metropolitan area. However, if the film you are playing is not a popular film, you couldn't draw a crowd even if admission were free.

Operating a single screen theater is like a roller coaster ride. In a particular year, you may have 3 or 4 films that do very well. You will also have periods of up to 8 weeks without a hit film. However, all of your expenses continue to come in, such as payroll, utilities, insurance, etc.

These circumstances are just the same for a non-profit community-run theater as for a commercial theater. A non-profit needs to be securely capitalized before opening for business, and be prepared for an ever-changing marketing experience.

P & G Theaters began in 1970. My company is the longest operating independent theater company in the DC metropolitan area. It has always had the highest credit rating with everyone I do business with.

I am proud of my business, and of my work with the Greenbelt Theater.

RECEIVED
JAN 13 2015

Friends of the Greenbelt Theatre

Answers to Follow-up Questions from January 7 Public Hearing

BY:

For All Three

1. *Are you willing to incorporate ideas from other proposals? How flexible are you and the plan you proposed?*

Yes, we always have been committed to listening to the community, and this holds true for the other proposals, too. The idea of actively soliciting seniors to come to weekend matinees of classic films is an excellent one, which fits together nicely our plans to run regular repertory series. We also like the idea of linking these screenings to meals from Roosevelt Center restaurants and would pursue this option as well. Another idea that has been proposed that we believe has merit is creating a second, much smaller, screening space. While the FGT's priority will be to focus its energies on the existing theater, both in terms of programming and the capital campaign, we also recognize the benefits that an affiliated microcinema can bring, and we foresee making this a point of emphasis after the phase two renovations are well underway or complete.

Our plans are certainly flexible, indeed, a premise of our plan is that a community theater requires flexibility to be responsive to the needs of its constituents. This flexibility is not infinite, however, as we must strive to remain within the parameters of what we believe is financially viable and is true to our mission statement. So, for example, one suggestion that we cannot incorporate is that of a hybrid model as proposed by P&G. Splitting the operations between a for-profit and non-profit organization is unworkable in our view. We have consulted with our Advisory Board, who have been unanimous in advising us against such a model. There is no successful precedent for this kind of arrangement. The core reason why it wouldn't work is that the revenue from the evening screenings is a crucial driver for our ability to carry out the non-profit mission. Without this revenue, the non-profit would struggle to provide the same level of diversity and community engagement as outlined in our business plan. We also would not be able to apply for some kinds of grant funding, nor could we offer the same kinds of benefits to the community in terms of membership.

In addition, P&G's business model has proven unprofitable for the past decade, and we do not foresee a non-profit being able to change this situation. In other words, a non-profit enterprise cannot save a failing for-profit business model. The reasons for P&G's struggles, we believe, stem primarily from failing to pay enough attention to the specific needs of a historic, single-screen theater. To give one example: the rental costs their booker negotiates for them are based on rates P&G pays at its other multiplexes. For instance, a rate of 60% is standard in the multiplex distribution network, but it is considered exorbitant in the art house world, where a rate of 35-45% is standard. As you can imagine, this arrangement undercuts the potential profit margin of the Greenbelt Theatre's revenue stream. A nonprofit model is not only more responsive to the needs of the community, it is the best option for a financially secure theater.

2. *When would the theater be available for other groups/programming? Specify days and hours, please.*

As a community-based theater, FGT is committed to making the space available as much as possible. Any part of the schedule is potentially open to outside groups. If an outside group wanted to hold a special event, i.e. a fundraiser or annual meeting, we could, with sufficient notice, clear space in the schedule at any time of day. For example, the Utopia Film Festival could show films both during the day and in the evening, which would be possible by either not having a recently released film playing for that week or by booking a film from a smaller distributor who would not have a problem with sharing screen time with an event. During the day (between 9am and 4pm) meetings, events, or special screenings can be scheduled with shorter notice, because the daytime screenings do not affect the more structured contracts for evening (i.e. first-run) films. In sum, the theater as operated by the FGT can be available for programming and events by outside groups seven days a week, from 9am to 4pm with ease and in the evenings with some advance planning.

3. *What rent/fees would be charged to these groups? What would the City's Recreation Department programs pay?*

This is a question that comes up for many art-house theaters, and it has different answers. Some theaters have sufficient capital to offer all events free of charge. Others have a flat rate. Still others have a rate for businesses (i.e. if banks want to hold a monthly meeting), versus a lower rate, or no fee at all, for groups running a fundraiser. Our philosophy is that since the theater has been underutilized, and since there are many citizens who feel out of touch with the theater, we want to do as much as possible to bring folks into the theater and together as a community. Since the FGT plan includes two full-time staff members, we will be able to make the theater available more easily than has been the case in the recent past. Indeed, FGT's plan invests significantly in staffing because our priority is to ensure that the theater be utilized to its full potential. We believe that as long as we can cover the costs of film rental and staffing, there is no need for an additional charge to use the facility. This means we will not charge community groups a space-rental fee or an hourly rate.

Since the theater is a city-owned property and the Recreation Department is a city-funded entity, we believe there should be no charge for Recreation Department usage. Because of the number of recognition groups and Recreation Department programs, we envision creating a community space-sharing calendar, with two slots per week that will be available with no rental fee. We also will prioritize helping community groups raise funds for screening-related expenses (i.e. the film rental costs, which are usually between \$200-\$500). If two slots per week prove insufficient to meet demand, we will revisit the schedule.

For Dr. McGrath

1. *In your business plan, you list a \$50,000 City subsidy for start-up costs in Year One and, in Year Two, another \$50,000 City subsidy as a challenge grant for other grants/donations to be used for the Phase Two Capital Campaign. Is this correct?*

Yes, this is correct. FGT requests \$50,000 in the first year for operational start-up. In the second year, the \$50,000 will be used for a challenge grant to be put toward to the Phase Two Capital Campaign. There are a number of grants we have investigated that require matching funds, and we believe having this seed money from the City also will spur donations from within the community in a challenge-grant scenario. Of course, as is detailed in our budget, the City will receive the entertainment tax should the FGT be awarded the contract, since non-profits are not exempt from this tax. In the first year this amount is estimated at \$26,400 and will be a continuing revenue source for the City. We will not need nor will we ask for a subsidy from the City after this initial two-year period. We believe it is imperative that the theater be self-sustaining.

Although we do not foresee a budget shortfall, in light of the comments that were raised during the Public Hearing, we deemed it helpful to create a contingency fund to address concerns about FGTs perceived undercapitalization. In the 48 hours following the Public Hearing, Dr. McGrath secured liquid assets from four Greenbelt benefactors in the amount of \$67,000. It is understood that these funds are only to be used in the case of an unforeseen event or catastrophic budget shortfall. These funds are not meant to replace the start-up subsidy from the City, rather, they respond to concerns about the necessity for a “rainy day fund.”

2. *Why does FGT feel confident that securing 1st run films is something they can secure?*

We feel confident that we will be able to secure first-run films based on Dr. McGrath’s face-to-face conversations with over 20 distributors at ArtHouse Convergence, the assurances of her Advisory Board, and detailed conversations with three film bookers. Contrary to what was said by P&G during the Public Hearing, there is no need for prior relationships when booking films. Instead, the decision of who gets what depends primarily on the competition among theaters. Because there are not theaters in the immediate area that book art-house films (Academy 8 is a mainstream Hollywood theater), the Greenbelt Theatre does not face what are called “clearance” issues. Like any business, the distributors want to make money, so the claim of the value of long-standing relationships with distributors has been overstated. Distributors will rent films to the Greenbelt Theatre regardless of who the operator is.

Of course, the need for relationships and a reputation is not irrelevant, especially with regard to negotiating terms for how long a film will stay and when a cinema can receive new releases. This aspect of the business is not something that P&G has done

very successfully, and it is something that FGT will improve, primarily by shortening film runs. Because all 11 of P&G's screens across Maryland and Virginia are handled by the same booker, the Greenbelt Theatre has not received the individualized attention that it would in FGT's model. In fact, because P&G's other ten screens play mainstream Hollywood blockbusters, the Greenbelt Theatre has been suffering by being lumped in with this operating model. Instead of making the effort to move films off the screen in Greenbelt, P&G has accepted the longer runs requested by distributors because there has been no vision or active management of the programming schedule and because it fits into the multiplex booking system imposed by P&G's other cinemas.

Also, we would like to point out that many of the films booked by P&G were not truly "first-run" because the films did not play in the theater on opening weekend here in Greenbelt. Often films came to Greenbelt six to eight weeks after their national release, which is considered "subsequent" or "second-run"; and, indeed, P&G's most recent contract with the City stipulated "first- and second-run films." (Contrary to statements made by Greenbelt Cinema Inc., "subsequent run" does not begin one or two weeks after national release.)

FGT is in favor of continuing this model of programming both first- and second- run films because it balances the desire to bring new films to the theater while ensuring the theater is available for community groups. Second-run films, which are roughly defined as films beyond the initial opening window of a few weeks, afford greater schedule flexibility. P&G never pursued the options that second-run films offered. To take advantage of the opportunities for flexibility of both first- and second-run films requires more attention to booking and scheduling on the part of the operator, and FGT will devote the necessary time to these tasks because we understand that a varied program is crucial to the success of a smaller, single-screen theater.

Even when showing more restrictive first-run films, there are opportunities to use the space during the day. Attached is a letter from our booker, Dylan Skolnick, who confirms that we will have no trouble getting first-run films in addition to our plans for daytime programming. I asked Dylan for this letter in advance of the Public Hearing but did not have an opportunity to read it to Council that night, so I submit it here as further evidence of FGT's assertion that we will be able to book first-run films. Working with a booker for the first-run evening films and booking the daytime programming ourselves will mean FGT can bring in the same great new films at night while adding a diverse daytime schedule.

Friends of the Greenbelt Theatre
Rebuttal from Public Hearing

In addition to our responses above, Council solicited rebuttal to any problematic or questionable points made during the Public Hearing. FGT would like to make the following statements:

1. The P&G supplemental material makes reference to a prior “agreement” with FGT. There was no agreement drawn up between our two entities, and we are unsure to what the P&G proposal refers. We do not have a prior working relationship, except to have rented out the space (for \$75 per event) for the Free Holiday Films of December 2013, for the Reel-to-Reel fundraiser. Furthermore, these screenings did not create a precedent for a long-term working relationship; indeed, P&G made even that limited collaboration difficult. As noted above, we do not believe a hybrid model to be viable.
2. The Greenbelt Cinema Inc. proposal characterizes our budget as largely or heavily reliant on grants, a contention that was reiterated at the public hearing. While we will pursue grant funding aggressively, we have projected modest grant revenue for the first year of operation—\$10,000 out of the total projected gross revenue of \$521,000. FGT’s model relies first and foremost on box-office and concession receipts; we believe that we will do a better job at the theater’s core activity, showing films to a large and diverse audience.
3. There were suggestions from the audience that, as a new non-profit, FGT is undercapitalized and would be susceptible to adverse financial events. Although we do not share this concern, out of an abundance of caution we have secured liquid assets for a contingency fund in the amount of \$67,000.
4. Mr. Sanchez referred to the need for an operator to make a security deposit with each distributor before being allowed to rent films. We have attempted to verify this claim with numerous bookers, all of whom stated they have never paid such a fee, nor heard of such a charge.



Caitlin McGrath <caitlinmcgrath02@gmail.com>

First-run movies

8 messages

Dylan Skolnick <dylan@cinemaartscentre.org>
To: Caitlin McGrath <caitlinmcgrath02@gmail.com>

Wed, Jan 7, 2015 at 3:21 PM

Hi Caitlin,

Based on my over twenty years running a movie theater, and my work as a booker for other theaters, I can confidently say that the Greenbelt Theater will be able to book first-run movies. The discussed plan of showing a few specialty titles at non-prime times like 11am should have no effect upon the Greenbelt's ability to procure first-run titles. Many movie theaters present these sort of special events, like kids matinees for example, without having any issues with distributors. There is of course no guarantee that we will get every movie we want, but that is usually an issue of competition rather than a handful of off-time shows.

Thanks,

Dylan Skolnick

Dylan Skolnick

Cinema Arts Booking

631-423-7610 x24

Art Mission and Theater - Binghamton, NY

Circle Cinema - Tulsa, OK

Hollywood Theater - Pittsburgh, PA

Lyric Theatre - Stuart, FL

January 13, 2015

City of Greenbelt
25 Crescent Road
Greenbelt, Maryland 20770
Attn: Michael McLaughlin, City Manager

RECEIVED
JAN 13 2015

BY:

Sir,

We are glad to respond to the City's request as of January 9, 2015 for additional information regarding Greenbelt Cinema's (GCI) plan for operating the Old Greenbelt Theatre.

1. We found some interesting ideas advanced in one of the other proposals and would be willing to integrate certain of those ideas in our operation. Our plan is quite flexible. While we believe, for example, that the subsequent run model (also known as 'First Run Off the Break'), provides the greatest platform to mix-and-match exhibitions to the community on a daily basis, we will not be blinded by that concept and would be willing to reconsider and adapt the 1st run model if that approach satisfies the community's programming desires. To discover the community's preferences, we will establish an oversized feature advertising campaign in the *Greenbelt News Review* on a weekly basis. This advertisement will list the upcoming available attractions and allow the community to choose the selections they most desire. Those who vote would, in turn, receive a discount for participating in the process. Given the activism and sophistication of the targeted audience, this campaign will give the community a greater voice in the theater's success. We have already investigated the possibility of converting from subsequent-run to 1st-run only with our film brokerage firm and have been assured this can happen seamlessly.
2. Our guiding operating principle holds that the theater is owned by the community. The theater, therefore, should be made available to responsible community groups as often as possible. Specifically, the theater would be made available on a daily basis up to one hour (1) hour prior to each respective day's first exhibition.
3. The hourly rental charge is \$50.00. As the theater is a City-owned asset, other City-owned users would receive priority in both scheduling and rental charges. Those charges and times could be negotiated (and the fees waived), depending upon the needs of the other City departments.
4. Greenbelt Cinema would establish a Capital Fund for the Stage II renovations. Once the Stage II renovations are clearly defined and agreed upon by all relevant groups, Greenbelt Cinema would be interested in exploring a relationship with the Friends Group in order to meet the fundraising goals outlined in the Stage II plan. An additional way to meet the capital requirements

is designating a portion of receivable income be set aside into a reserve fund. Beginning in the 13th month of operation, GCI will initiate an annual rent payment schedule of \$12,000.00, payable \$1,000.00 monthly for the following twelve (12) months. Beginning in the 25th month GCI will escalate the annual rental to \$18,000.00 (payable \$1,500.00 monthly). In addition, GCI will be paying an estimated Maryland State admissions tax revenue of approximately \$24,000.00 (\$22,800.00 forwarded to the City) for the first full year of operation; approximately \$26,400.00 (\$25,080.00 forwarded to the City) for the second full operating year, and approximately \$28,250.00 (\$26,837.00 forwarded to the City) for the third full operating year. As a result, we anticipate that the City of Greenbelt by the end of our third full year will have received a minimum of \$104,717.00 in combined revenue (\$30,000.00 in rent, \$74,717.00 in related tax revenue). All generated directly by GCI's operation of the theater. With this positive cash-flow to the City, we suggest the City could dedicate a portion of this revenue stream to the reserve fund.

5. The Outreach positions designated in our business plan are not paid positions. The reserve funding of \$35,000.00 is intended for extra staffing and/or scheduling requirements during regular and festival programming. The respective producer(s) of each respective festival would receive a percentage of any net proceeds generated by the festivals.
6. That the stage is not usable at this time has been factored in our initial calculations and does not adversely affect our first year programming. However, we intend to explore opportunities for repairing the stage in order to greater utilize each part of the physical plant.
7. We believe GCI can indeed thrive because it will be operating as a "First-Run off the Break" Theater. The terminology used by film brokers and distributors can be confusing. Indeed, we believe it has confused the earlier public discussions of this issue.

As part of our research GCI investigated all three primary operating models:

- "First Run" means the theater can run the film on its opening night in the region, but then it must show that film exclusively on its main screen for a specified period of time.
- "First Run Off the Break" is often called "Subsequent Run" and it can run the newest movies as early as two weeks after the national debut. But now the operator has the flexibility to also run other shows on its main screen.
- "Second Run" theaters usually runs films much later.

Our investigation included private and public data reporting companies, the past performance of the Old Greenbelt Theatre, and the past performance of several other comparable theaters. We also relied upon our own experiences in working at the theater and understanding the Greenbelt community's

desires. While we believe in our chosen operating format, we will always be flexible about our operating practices.

We are the only business proposal that states our goals for daily ticket sales, and if we fail to meet those goals, we will adapt our programming based on community input.

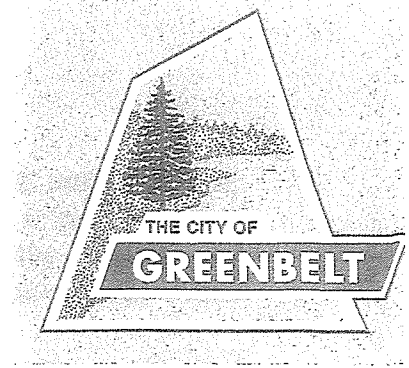
Given the results of our investigation, we believe the "First-Run off the Break" model appears to offer the best operating approach to satisfy the needs and desires of the Greenbelt community. It provides the widest flexibility in programming formats. We can offer a combination of attractions on a daily basis in order to attract and retain the different submarkets of the community. While it is true we will not offer 1st Run movies on their respective national opening dates, we will exhibit those movies (usually within 2 weeks of their national opening dates), after we have polled the community to ascertain their preferences. GCI recognizes we cannot compete head-to-head with the multiplexes. We also recognize that the Greenbelt community is unique and in order to take advantage of its strengths (adequate disposable income, education, activism, sophisticated tastes); the ability to schedule multi-attractions on a daily basis was considered the most advantageous operating model.

Thank you for the opportunity to answer these questions. It is important that the differences between the three proposals are clearly defined.

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



October 23, 2014

Mr. Paul Sanchez
P & G Theatres
P.O. Box 1746
Silver Spring, MD 20915

Michael P. McLaughlin
City Manager

Dear Paul:

The City of Greenbelt is seeking a person, group, company, etc. to operate the Greenbelt Theater under contract to the City. You are receiving this letter because of your interest/involvement in the movie theater business.

The Greenbelt Theater is owned by the City of Greenbelt. It is a single screen theater with approximately 400 seats. It was built as part of the original historic Greenbelt community and opened in 1938. It has operated as a movie theater for most of the past 76 years. In the 1980's, it was closed for a period and then served as a community performing arts center. It reopened as a movie theater in the early 1990's operated by P & G Theaters. The City purchased the building in 2002 and has contracted with P & G Theaters to operate the theater since then. The theater closed this past June to undergo a \$1.2 million renovation including new mechanical systems, new digital projection equipment, a new concession area and other improvements. The renovation is expected to be completed by the end of this year.

The theater is located at 129 Centerway, Greenbelt, Maryland 20770. Greenbelt is located at the intersection of the Capital Beltway (I-495) and the Baltimore-Washington Parkway (MD 295). It is directly adjacent to the NASA Goddard Space Flight Center and USDA Beltsville Agricultural Research Center. It is five (5) miles from the University of Maryland main campus in College Park, twelve (12) miles from Washington, DC and twenty-five (25) miles from Baltimore, Maryland. There are approximately 125,000 people within a five (5) mile radius of Greenbelt.

For most of the past ten (10) years, the theater has shown first run or nearly first run films. Over the past two years, films such as the following have been shown – Lincoln, Silver Linings Playbook, 12 Years a Slave, Philomena, Monuments Men and Grand Budapest Hotel. The theater has provided two shows per night Sundays through Thursdays and three shows Friday and Saturday evenings. The theater has also participated in the Utopia Film Festival, www.utopiafilmfestival.org.

Over the past five years, the theater has grossed on average, \$240,000 per year ranging from \$211,359 in 2010 to \$267,861 in 2011.



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At a minimum, the City would expect any future operator to operate similarly, but hopes for and believes there is opportunity/support for additional programming and usage of the theater. Examples of additional programming/usage include weekend matinees, partnering with the City's summer camp program and facility rental for presentations, meetings and trainings.

The City is aware of the challenges in operating a single screen theater and is willing to consider a baseline amount of annual financial support. If financial support is believed to be necessary, the parameters of that support should be defined in the response.

The City would prefer to contract with one Operator for the work but will consider other approaches as well.

If you are interested in submitting a proposal to operate the Greenbelt Theater, the response should, at a minimum, include the following:

1. A letter of interest.
2. A detailed explanation of your knowledge and experience in the operation of movie theaters.
3. A detailed explanation of how you would anticipate marketing and operating the theater. Also, whether it would be run as a commercial enterprise, non-profit, etc.
4. A three (3) year business plan for the operation of the theater.

All responses will become the property of the City and thus, subject to Freedom of Information laws. Proposers should not include any information in their proposal which is proprietary. The proposer agrees that the proposal will remain valid for a period of 180 days after the closing date for the submission. Proposals must include at least three (3) references or locations of the respondent's experience where similar work has been performed. The City has a Livable Wage Policy which requires any contractor with a contract of over \$50,000 to pay its employees a Livable Wage. Currently that wage amount is \$12.91 per hour.

Responses are due by 2 p.m. on Tuesday, December 2, 2014. Responses are to be delivered/mailed to Michael McLaughlin, City Manager, 25 Crescent Road, Greenbelt, Maryland 20770. A pre-proposal conference and tour of the theater will be held Thursday, November 20, 2014, at 10 a.m. beginning in the Council Chamber in the Municipal Building, 25 Crescent Road, Greenbelt, Maryland 20770. For additional information or questions, please contact me at 301.474.8000 or mmclaughlin@greenbeltmd.gov.

Sincerely,



Michael P. McLaughlin
City Manager

Mailing list

Mr. Paul Sanchez
P & G Theatres
P.O. Box 1746
Silver Spring, MD 20915

Ms. Caitlin McGrath
Friends of Greenbelt Theater
P.O. Box 2081
Greenbelt, MD 20770

Mr. Kap Kapastin, General Counsel
Quantum Companies
4912 Del Ray Avenue
Bethesda, MD 20814

Mr. Robert F. Smerling
President, Domestic Cinemas
Reading International, Inc.
6100 Center Drive, Suite 1900
Los Angeles, CA 90045

Barry Solan (Justin Baker)
barrysolan@yahoo.com

Mr. Jack Gerbes, Director
Maryland Film Office
World Trade Center
401 East Pratt Street, 14th Floor
Baltimore, MD 21022

AFI Silver Theater
8633 Colesville Road
Silver Spring, MD 20910

Bill Oberdorfer, Executive Director
Avalon Theatre Project
5612 Connecticut Avenue, NW
Washington, DC 20015

Bowtie Cinemas
641 Danbury Road
Ridgefield, CT 06877

Landmark Theaters
2222 South Barrington Avenue
Los Angeles, CA 90064

Mr. James Cusack
Senator Theatre
5904 York Road
Baltimore, MD 21212

Ms. Kathleen Lyon
Charles Theatre
1711 North Charles Street
Baltimore, MD 21201

Michon Boston Group
P.O. Box 2124
Washington, DC 20009

Dr. Elizabeth Papazian
Film Studies Undergraduate Director
University of Maryland
4123 Jimenez Hall
College Park, MD 20742

Mrs. Tewodross Melchishua
Bowie State University
14000 Jericho Park Drive
FPAC Building, 2nd Floor
Bowie, MD 20715

CITY OF GREENBELT
City Clerk's Office
25 Crescent Road
Greenbelt, Maryland 20770

Memorandum

Date: January 6, 2015
To: Michael McLaughlin, City Manager *mpm*
Fr: Cindy Murray, City Clerk *CM*
RE: Council Meeting Schedule for 2015

A 2015 calendar is attached noting scheduled Council Meetings in blue and City Holidays in red. I suggest Council review its 2015 meeting schedule after the work session on Wednesday, January 21, 2015, and then consider approval of the schedule at its regular meeting on January 26, 2015. Information to be considered when determining the 2015 meeting schedule is noted below.

Budget Approval: Prior to June 10

Conferences (shown in black on calendar):

Maryland Municipal League Annual Conference - June 28-July 1
Maryland Municipal League Fall Conference – October 25-28
National League of Cities (NLC) Conference in DC - March 7-11
NLC Fall Conference in Nashville - November 4-7

Jewish Holidays - When work should be avoided

1. Purim, Sunset Wednesday March 4 (6:04pm) to sunset Thursday March 5 (6:05pm) *County Schools Open*
2. Passover, Sunset Friday April 3 (7:33 pm) to sunset Sunday April 5 (7:35pm) and Sunset Thursday April 9 (7:39pm) to sunset Saturday April 11 (7:41pm) *County Schools Closed – Spring Break*
3. Shavout, Sunset Saturday May 23 (8:21pm) to sunset Monday, May 25 (8:22pm) *County Schools Closed – Memorial Day*
4. Rosh Hashanah, Sunset Sunday September 13 (7:20pm) to sunset Tuesday September 15 (7:17pm) *County Schools Closed Monday Only*
5. Yom Kippur, Sunset Tuesday September 22 (7:06pm) to sunset Wednesday September 23 (7:04pm) *County Schools Open*
6. Sukkot, Sunset Sunday September 27 (6:58pm) to sunset Tuesday September 29 (6:54pm) *County Schools Open*
7. Shemini Atzeret & Simchat Torah, Sunset Sunday October 4 (6:47pm) to sunset Tuesday October 6 (6:43pm) *County Schools Open*

School Board Holidays - Not covered by City Holidays or Jewish Holidays:

1. Good Friday, April 3
2. Easter Monday, April 6